

# **Air Cadet League of Canada Ontario Provincial Committee**



## **NATIONAL COURSES HANDBOOK**

**2012 Summer Courses**

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## Preface

The OPC *National Courses Handbook*, originally created by former Executive Director Bob Robert, is intended to provide the information – or a reference on where to find it – required to allow all stakeholders to understand the application and selection processes for the 2011 National Courses, under one cover. The Handbook will be of use to:

- Squadron Officers and Cadets
- OPC Regional Directors and Squadron Directors
- Detachment Air Cell members and Regional Cadet Advisors
- Interview, Education and Selection Board members

In Central Region, the OPC receives the applications and manages the Merit Listing process. Final review and formal selection is done at the National ACL level for IACE and at RCSU(C) for all other National Courses. Please note that the OPC is not involved in selections for either the Oshkosh Trip or the Survival Instructor Course.

The selection process is meant, above all, to be transparent; therefore, this Handbook needs to be shared with Cadets and their parents. Cadets must only apply for courses for which they qualify and have a genuine interest, and COs and SSC Chairs must recommend the most suitable and deserving Cadets, remembering that well-qualified Cadets will sustain the Squadron.

## Caveats

The information in this unofficial Handbook is accurate at the time of writing. We hope that there will not be any significant changes.

Again this year, we have included the Air Cadet League HQ memorandum as Annex A. While this document is the authoritative source on National Courses, there are sometimes different or additional requirements that must be followed in OPC/Central Region – which are described in the appropriate section of the Handbook.

## Deadline

CATO 51-01, Annex C states: *Application forms for National Summer Training Courses need to be received at the OPC Office no later than 16 January annually. Applications received later than 16 January will not be considered. Application forms, including all mandatory documents, shall be submitted to the ACL PC ... IAW directives issues by your ACL PC / RCSU.*

**The OPC deadline is Monday, 16 January 2012 (at 1700 hrs).**

And finally, as always, suggestions for improving the Handbook – indeed, the application and selection processes themselves – are always welcome.

## 2011 Courses – Read this First!

1. There is a new folder to accompany the application generated by Fortress. This needs to be used to package all required documentation for each individual cadet. ***It is anticipated that this folder will be available from RCSU by December 1, 2011.*** Do not use previous versions of DND 2226 form as this has been cancelled.

CATO 51-01, Annex C, permits Cadets to apply for one of the following courses: IACE, PPS, and GPS; and up to two of: AATC-AO, AATC-AM, AASC, and the Oshkosh Trip. (Remember that the OPC is not involved in the selection of candidates for Oshkosh).

2. **Candidates who make multiple applications** for National Courses:
  - a. **Are still subject to Squadron quotas;** e.g., if you have two Cadets already applying for Airport Operations, one of your Glider candidates cannot select it as his/her second choice.
  - b. **Will only be interviewed once.**
    - The “primary” interview will be for Power or Glider Scholarships candidates; PPS or GPS interviews will be extended with additional questions, if the candidate has applied for one or two of the other four courses for which the OPC interviews.
    - For candidates who apply for two of AASC, AATC-AO, or AATC-AM, their interview will be more generic, but will include questions pertaining to both courses.
    - The exception to the single interview rule is that IACE interviews are in addition to those for any other course.
  - c. **Must submit a separate Narrative** for each course selected.

### And Remember!

4. If your candidate is required to **submit a Birth Certificate** (IACE, PPS and GPS) and it is from a country other Canada, proof of Canadian citizenship, a Landed Immigrant card or other proof of legal residency must also be submitted.
5. The **Cadet Service Record** from FORTRESS is now used to substantiate information for each Cadet. Please be certain, however, that you have entered the most current training information and confirmed completion of each Training Level, as well as previous Summer Training courses, before printing a copy.
6. The OPC Office will immediately return incomplete or inaccurate applications which cannot be resolved by telephone conversation or that are missing Narratives or Cadet Service Records. Resubmissions of completed / corrected applications must be received at the OPC Office by the 16 January deadline. In extenuating circumstances with details provided in writing, the OPC office will hold and continue to process applications which are missing required documents but have not yet been obtained by the Cadet. (e.g. A medical examination report still pending from doctor). Applications missing documents may be withdrawn from the selection process.

7. Please pay close attention to the **upper age limit** for courses! A candidate's 19th birthday must now fall after the scheduled travel day home from the course. If a course is extended or dates are changed for any reason, a Cadet who turns 19 before the travel date will be RTU'd the day prior to their 19th birthday. Cadets will not be compensated in any way for training missed/lost as result of any such RTU. **Please read the age qualifications for each course carefully.**
8. A regular concern is with *Transport Canada Medical Certificates*. Cadets accepted for PPS or GPS **must** submit their Transport Canada **Category 3** Medical Certificates **no later than 1 June** – which means scheduling a Transport Canada-approved Medical Examiner appointment **no later than March**. Category 4 Medical Certificates are not accepted. Each year, a number of selected candidates are disappointed when they are replaced by stand-by Cadets who have their Certificates ready. Impress upon your Cadets that they must meet this deadline, or risk losing their billet.

## The 10 Most Common Deficiencies

1. **Missing signatures** (or signatures in pencil).
2. **Missing Course Reports** or Personal Evaluation Reports. The OPC cannot obtain these reports for candidates as they are completed within FORTRESS.
3. **Missing Narratives** - For GPS and PPS, narratives are mandatory and missing narratives will result in withdrawal from the selection process. For other courses requiring a narrative, those whose do not conform to the guidelines will lose marks in scoring.
4. **CO's Report for IACE Candidates**: either missing or too short
5. **Rank – Grade is bilingual**; enter the Cadet's Rank – not his/her school grade.
6. **Blanks** (e.g., for "E-mail Address") – enter something or check "nil" – don't leave it blank. We recommend that Cadets acquire an email address.
7. **Contact** information for Course Contact Officer, CO and SSC Chair is often left blank. Who do we contact – and how – if Squadrons don't tell us?
8. **Legibility** – Please ensure that forms are clearly printed.
9. **For GPS Candidates**, missing or incomplete Height/Weight form (CATO 54-26, Annex B) – esp., missing parent or CO's signature.
10. **Submitting application after deadline** – you need to allow sufficient time to submit application to OPC by deadline of *January 16, 2012*, otherwise it could jeopardize your application.

## Overview of the National Courses

The following is a brief overview of the National Courses, taken from the Central Region summer training pamphlet. For the authoritative description, please refer to the CATO 51-01, Annex C, attached as Appendix A of this Handbook.

### INTERNATIONAL AIR CADET EXCHANGES (IACE)

The purpose of the IACE is three-fold: to promote friendship and goodwill among Air Cadets of the participating countries, to encourage participants to develop an interest in international affairs, and to reward those Air Cadets who have rendered outstanding services to the Squadrons over a period of years. The IACE is intended only for outstanding senior Cadets who will present Canada with distinction. Exchange Cadets visit air bases, centres of industry, world landmarks, universities, cultural centres and museums, plus they experience private hospitality with families in their own homes. Host countries may include: Australia, Belgium, France, Germany, Hong Kong, Israel, Japan, Netherlands, New Zealand, South Korea, Turkey, United Kingdom and the USA.

Selection requirements include: possession of a valid passport with an expiry date falling at least 6 months beyond the exchange end date, an outstanding Air Cadet record, good school record and excellent personal characteristics including deportment, dependability, cooperation and the ability to communicate effectively. Exchange dates are from mid-July to early August. Candidates must also be admissible as a visitor to their destination country.

### POWER PILOT SCHOLARSHIP (PPS)

This seven-week course is an intensive program of ground school and in-flight pilot training. Cadets who successfully complete their flight test and Transport Canada written exam will qualify for a Private Pilot Licence and be awarded Air Cadet Pilot Wings.

**Training Centre:** Various Flight Training Centres across Ontario.

### GLIDER PILOT SCHOLARSHIP (GPS)

This six-week course is an intensive program of ground school and in-flight glider pilot training. Cadets who successfully complete their flight test and Transport Canada written exam will qualify for a Glider Pilot Licence and be awarded Air Cadet Glider Pilot Wings.

**Training Centre:** Central Region Gliding School (Mountain View) – Flying operations at Mountain View and Picton, both in Prince Edward County, ON.

Due to training constraints and limitations, some Cadets may be trained outside of Central Region (e.g. Atlantic Region), but will still receive the same license. Cadets willing to train outside of Central Region should identify this in their application.

Cadets should be advised that depending on weather and operational conditions affecting available flight time, this course may be extended up to one additional week.

### ADVANCED AVIATION TECHNOLOGY COURSE – AIRPORT OPERATIONS (AATC-AO)

The aim of the six-week AATC-AO is to introduce Cadets to programming specific to airport operations. The aim will be accomplished through practical, hands-on learning modules that will reinforce theoretical notions. By establishing a dynamic learning environment and exposing the Cadets to a variety of airport operations, they will be inspired to further pursue learning in this program area.

**Training Centre:** Canadore College, North Bay, ON

### ADVANCED AVIATION TECHNOLOGY COURSE – AIRCRAFT MAINTENANCE (AATC-AM)

The aim of the six-week AATC-AM is to introduce Cadets to aircraft construction and maintenance. The aim will be accomplished through practical, hands-on learning modules that will reinforce theoretical notions. By establishing a dynamic learning environment and exposing the Cadets to a variety of aircraft construction and maintenance functions, they will be inspired to further pursue learning in this program area.

**Training Centre:** Canadore College, North Bay, ON.

### ADVANCED AEROSPACE COURSE (AASC)

The aim of the six-week AASC course is to develop a specialist with the skills and subject matter knowledge required to be an instructor and team leader for aerospace activities within the Air cadet program. This aim will be accomplished through the development of knowledge and skills relevant to various aspects of aerospace science and technology, and by providing ample opportunity for practical application within the format of a simulated space mission project. Candidates should show interest and ability for mathematics and physics.

**Training Centre: RGS (Eastern) - Saint-Jean-sur-Richelieu, QC**

### OSHKOSH

The Oshkosh Trip provides an opportunity for cadets to participate in various aspects of aviation. It is also an opportunity to visit another country as part of their education in international affairs. The destination is Oshkosh, Wisconsin in the United States, home to one of the most important air shows in the world. Various activities linked to the world of aviation are also scheduled. In addition to the air show, cadets will visit aviation museums and take part in some flights as a passenger.

## Useful Course Information

Key points for each course, such as prerequisites, minimum and maximum age, training level, medical standards, education criteria, and physical standards are found in the Official References.

Here are few points to help clarify the Official References:

**International Air Cadet Exchange:** The CO's Report must contain supporting information on the outstanding accomplishments of the applicant as a Cadet, academically, and in community service. Comments on the ambassadorial qualities of the candidate are also sought. Note that the CO's Report is worth up to six points – in a competition where 10ths of a percent may count!

**Power Pilot and Glider Pilot Scholarships:** Cadets with a valid Transport Canada Category 3 Medical Certificate are to include a photocopy with the application. For Cadets who do not have a valid MC, an appointment for a Medical Examination scheduled to be held prior to the end of March – owing to the time lag, which can occur between the examination and issuance of the MC. A Category 3 Certificate is the minimum accepted for PPS.

Flying Scholarship RTUs and Future Training: Please note (ref. CATO 54-27, section 6) that Air Cadets who have previously failed a flying course because of an assessed lack of flying aptitude or failure of the TC written examination **shall not be nominated**, recommended or selected for any future flying training course. (There is one exception, read the CATO).



## OPC Course Billets

The number of course openings available to OPC/Central Region candidates is indicated in the Table below. Any changes to these numbers will be circulated by the OPC, as they are known.

The number of OPC billets is affected annually by fluctuations in the total of country-wide billets for National Courses and by allocations calculated on relative Cadet Strength between the Regions. There are also last-minute additional billets sometimes available to the OPC, if other Regions cannot fill their quotas.

The following chart illustrates both the number of billets and applicants for the past two summers, as well as the 2011 Quotas.

COURSE	HISTORICAL DATA				2012 QUOTA
	2010 QUOTA	2010 APPNS	2011 QUOTA	2011 APPNS	
International Air Cadet Exchange	23	43	25	49	24
Power Pilot Scholarship	76	144	82	168	82
Glider Pilot Scholarship	95	186	96	235	97
Airport Operations	19	97	19	68	19
Aircraft Maintenance	19	127	19	112	19
Advanced Aerospace	Course not offered		19	58	19
Oshkosh	14	110	19	81	14

## The Process at LHQ

Although National Courses applications are submitted to the OPC office by 16 January, the process to identify and prepare qualified and deserving Cadets begins long before.

Each course has prerequisites and qualifying standards, which are accumulated throughout a Cadet's career. They include: age minimums and maximums, training levels, prior summer courses, school courses and grades, fitness test results, and even their rank. Some are simply required; others are factored into the Merit Scoring.

When this National Courses Handbook arrives at the Squadron, it should be handed over to the designated "National Courses Contact Officer," so that he or she can become familiar with its contents – particularly the changes for 2012! The Contact Officer will then brief the CO, SSC Chair, Squadron staff, and finally, the Squadron Cadets on the 2012 courses. (We find that in about half of OPC Squadrons, the CO assumes responsibility for National Courses applications).

Delivery of the application forms will arrive directly from RCSU by December. *If you have not received this material by mid-December – contact your ACO.*

Cadets should be asked about their aspirations and have the process explained to them, so that the Staff can determine potential nominees for the various courses. A training plan and a timeline should be developed to ensure that the potential candidates are qualified and prepared in time to meet deadlines. This includes reaching the required training levels, preparing for exams and interviews, and obtaining or preparing the documents required to accompany the application.

Documentation includes school transcripts (mandatory) and interim report cards (if available). Power or Glider Pilot Scholarship candidates without a valid Transport Canada Medical Certificate must book, no later than mid-December, a March 2012 medical exam with a Civil Aviation Medical Examiner in their area.

When the January deadline for applications arrives, there should be no surprises or delays. The accurate and complete application files are sent to the OPC office. There will also be follow-up work when selection results are announced in late March. Squadron staff, together with parents, must ensure the **Category 3** Medical Certificate is faxed to RCSU(C) **no later than 1 June** (705-423-7516) – and that GPC candidates with borderline height/weight measurements are checked. The process isn't over until the selected Cadets leave for their courses!

**Proofread:** To assist the OPC and RCSU(C) in timely processing and quality control – carefully proofread and check the application and required documents for each Cadet. Incomplete and inaccurate applications create more work and delay the entire OPC/Central Region process and, ultimately, the selection announcements. Typically, only 1/3 of applications received at the OPC office are complete.

**You Must Choose Wisely:** We – CIC Officers, SSC and League members – have a responsibility to each Cadet and the Air Cadet Program, to ensure our candidates are deserving of, suited to, and enthusiastic about the course for which they apply. Occasionally, it may be necessary to refuse a candidate, but it must be done with demonstrable justification. Discuss the desired course with the Cadet to ensure that this is the course that he or she really wants and needs for progression – not simply one that a friend has applied for or recommended. An unsuitably selected Cadet will end up disappointed, often disgruntled, and possibly RTU'd; which denies both that Cadet – and either your Squadron or another Squadron – benefits of that summer training.

## Step by Step at Squadron

*We cannot overstate the need to start the National Courses process early* – and to complete the tasks thoroughly and accurately.

2. On receipt of the OPC and RCSU material, pass it immediately to the staff member responsible for National Courses (National Courses Contact Officer). He or she becomes the Squadron's "expert" on National Courses and can brief all other participants.
3. Announce the availability of the National summer training opportunities, listing applicable qualifications. Request that Cadets advise the National Course Contact Officer of their interest and preferences, and set early deadlines for candidates to complete their applications.
4. The CO and other Staff (e.g., DCO, TrgO), in consultation with the SSC Chair, then determine the most eligible Cadets by reviewing each Cadet's record. Look also to qualify Cadets for future courses through this year's courses. Enlist the expertise of the OPC Director, RCA and ACO/ACA, if appropriate.
5. Interview interested candidates, in order to ascertain course interest, eligibility, aptitude, and suitability. Squadron needs should be also factored in.
6. After considering all potential candidates, the CO, in consultation with the SSC Chair, nominates the Squadron's candidates for each course.
7. Check your Squadron's quota of candidates. **Over-quota applications will not be accepted.** Distribute the application forms and information to the nominated candidates. Set early deadlines and establish standards (e.g., typed, neat, accurate, complete) for completion of the paperwork. Hand-written applications are acceptable with neat, legible printing – narratives should be typed or done on computer.
8. Create a file for each candidate.
9. Arrange a Transport Canada Medical Examination (for a Category 3 Medical Certificate) appointment (by mid-December) in March for Power and Glider Pilot Scholarship candidates who require them.
10. On receipt of the candidate's application form, check that all requirements are met and that the form is complete and accurate – with all support documents (there is a checklist on the new folder). Complete the OPC Squadron Candidates List, showing all candidates and return this to the OPC office with the applications.
11. In particular, review the Narratives to ensure they comply with the expectations listed on page 20. This is an easy way to gain or lose points in the Merit Listing process.
12. Once satisfied with the applications, pass them to the CO and SSC Chair for their signature. Also ensure that other signatures (e.g., parents/guardians, the Cadet) are obtained and included.
13. Make a copy of all documents for your files.
14. The CO, OPC Director, SSC Chair and other Squadron personnel should conduct practice Interview Boards – role playing – for all candidates and explain how the interview process works. Squadron

Directors or other “practice board” League members must not participate in the subsequent OPC interviews for those Cadets.

Forward the National Course application files to the OPC Office as soon as they are available – but **no later than 16 January**.

15. National Course application files which are missing mandatory documentation will be identified and applicants contacted. Missing documents must be submitted *immediately* upon request to arrive at the OPC Office **no later than the 16 January deadline**.
16. If a mandatory item is still missing from the file upon final review of applications by RCSU(C) staff, a phone call will be made to the CO, Cadet and parent indicating the missing item and an e-mail will be initiated to the RCAirOpsO, Squadron CO and OPC Office notifying these parties of the jeopardized application. A three-day window will be allowed for submission of the missing items,
17. Barring unforeseen circumstances, candidates whose applications are still incomplete at the end of the three-day grace period **will be withdrawn from the selection process**.

## References to Official Publications

Any material in this Handbook is subject to confirmation by the following Official Publications: bearing in mind, the sometimes minor variations between the process/requirements in OPC/Central Region and the “generic” National process/requirements.

18. Cadet Administrative Training Order (CATO) 51-01, Annex C: *Air CSTC Program*.
19. Cadet Administrative Training Orders (CATOs):
  - a) 51-01 *Proficiency Level Program related to the updated Air Cadet Program, Annex B, Section 10, Accelerated Training Program*
  - b) 54-25 *International Air Cadet Exchanges*
  - c) 54-26 *Glider Pilot Scholarship*
  - d) 54-27 *Power Pilot Scholarship*
20. Central Region Cadet Supplementary Orders (CRCSOs): 402/11 Central Region Training Order – *Air Cadet League of Canada Flying Scholarship Programs* (not published as at 10 Oct 2011)

## 2011-2012 Timetable

Nov 2011	OPC National Courses Handbook distributed.
Nov 2011	National Courses Memo from ACL HQ, DCadets Letter, and DND Forms distributed.
Early Dec 2011	COs must advise appropriate Detachment of the names of their candidates for Power and Glider Pilot Scholarships qualifying examination.
no later than Mid-Dec 2011	Power Pilot and Glider Pilot Scholarship candidates without a valid Category 3 Transport Canada Medical Certificate should book a March appointment with a TC-certified Civil Aviation Medical Examiner.
14/15 Jan 2012	Qualifying examination for Pilot Scholarships written by candidates at times and locations designated by appropriate Detachment.
16 Jan 2012	Deadline for applications to arrive at the OPC office.
04/05 Feb 2012	Interview Boards, arranged by OPC, are conducted throughout the Province for PPS, GPS, SLC, AAT-AO, AAT-AM and AIC candidates.
18/19 Feb 2012	Interview Boards, arranged by OPC, are conducted at 4900 Yonge Street, Toronto for IACE candidates, as well as designated Home-Schooled candidates.
20 Feb 2012	All Educational scoring needs to be completed and submitted to OPC office.
01 Mar 2012	Deadline for merit-listed application files for IACE to arrive at the National ACL office. Selections usually announced within two weeks.
Mid/Late Mar 2012	Merit-listed files are sent to RCSU(C) for final review and selection. OPC and RCSU(C) – the latter via Detachments – subsequently announce official selections via email.
01 Jun 2012	Last day for Category 3 Medical Certificates and any other outstanding documents to be received at RCSU(C). Standby candidates with valid MCs <u>will be chosen</u> to replace those without. Height/weight of GPS candidates must be verified to ensure compliance with limitations.
31 Jul 2012	Deadline for Pilot Scholarship and IACE fees, invoiced by OPC, to be received.

## The Merit Process

The National Courses are awarded on merit.

The Merit Process begins with the prerequisites and standards, which the Cadet must meet in order to apply. These are described in CATO 51-01, Annex C. Exemptions are rare and based on truly exceptional and deserving circumstances.

The Merit Process elements include:

- Interview Board scores
  - General knowledge
  - Course subject knowledge
  - Self-confidence and presentation
  - Dress and deportment

- Previous summer training courses and activities
- Time in Cadets
- Rank of the applicant
- Cadet Narrative
- CO's Report (for IACE)
- Qualifying examination mark (for GPS and PPS)
- Level and marks of school subjects

The composite result is a Merit Score out of 100, by which candidates are ranked on the OPC Merit List. The Merit List is used by the National Selections Committee and RCSU(C) to select candidates for each course, up to the maximum number per Squadron and for the OPC overall. There are more applications than billets; therefore, a Squadron's quota of applicants does not guarantee that number of selections, or indeed, any selections at all. Selection is competitive and the applicants' ranking on the Merit List prevails.

The minimum qualifying Merit Score is 60%. Candidates with less than 60% will not be selected for a course, even if billets remain available.

The Merit Process is an impartial, transparent and equitable selection method for deserving Cadets. It rewards the "whole" Cadet, and provides him or her with outstanding training and sustains Squadrons with trained, senior Cadets.

### **The 90/10 Rule**

Central Region no longer applies the 90/10 Rule.

## Merit Scoring Factors

The following chart indicates the Merit Score components for the courses indicated:

SCORING FACTORS:		IACE	PPS	GPS	AATC - AM/AO AASC	OSHKOSH
Selection Board Score	Years of Service	6	5	5	8	20
	Summer Training	12	5	5	7	15
	Rank	7	5	5	5	15
	Cadet Narrative	5	5	5	15	30
	CO's Report	5	n/a	n/a	n/a	n/a
	<b>Weighted Total</b>	<b>35</b>	<b>20</b>	<b>20</b>	<b>35</b>	<b>80</b>
Interview Board Score	Attitude, Motivation, Knowledge and Interest	15	15	15	30	n/a
	General Knowledge	15	5	5	10	n/a
	Dress and Department	5	5	5	5	n/a
	Self-Expression and Self- Confidence	10	5	5	5	n/a
Qualifying Examination		n/a	30	30	n/a	n/a
Education Assessment Score		20	20	20	15	20
<b>Maximum Score:</b> <i>Minimum 60% required for selection</i>		<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

### Selection Board Scoring by Course:

#### IACE: Total = 35/100

- 1 point per full year of service to a maximum of 6 points
- 3 points per National Course, 2 points per 2-3 week courses, to a maximum of 12 points
- LAC – 1 pt, Cpl – 2 pts, FCpl – 3 pts, Sgt – 4 pts, FSgt – 5 pts, WO2 – 6 pts, WO1 – 7 pts
- Cadet Narrative – up to 5 points
- CO's Report – up to 5 points

#### PPS: Total = Weighted to 20/100

- 2 points per full year of service to a maximum of 10 points (weighted out of 5)
- 3 point per National Course, 2 points per 2-3 week courses, to a maximum of 5 points
- LAC, Cpl, FCpl – 1 pts, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts

- Cadet Narrative – up to 5 points

**GPS: Total = Weighted to 20/100**

- 2 points per full year of service to a maximum of 5 points
- 3 points per National Course, 2 points per 2-3 week courses, to a max of 5 points
- LAC, Cpl, FCpl – 1 pts, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts
- Cadet Narrative – up to 5 points

**AATC – AO /AM, AASC: Total = Weighted to 35/100**

- 2 points per full year of service to a maximum of 8 points
- 3 pts per National Course, 2 pts per 2-3 week courses, to a maximum of 5 pts (weighted out of 7 pts)
- LAC, Cpl, FCpl – 1 pts, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts
- Cadet Narrative – up to 15 points

**OSHKOSH**

- 4 points per full year of service to a maximum of 20 points
- 3 pts per National Course, 2 pts per 2-3 week courses, to a maximum of 10 pts (weighted out of 15 pts)
- LAC, Cpl, FCpl – 1 pts, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts (weighted out of 15 pts)
- Cadet Narrative – up to 30 points
- Educational Assessment Score – up to 20 points

**Notes:**

1. Each year of service at a Cadet Summer Training Centre as a Staff Cadet = one National Course. Cadets must submit a copy of their *Advanced Training Staff Cadet Report*.
2. A Glider Pilot License earned at York Soaring Association, in addition to the CRGS Conversion Course, is equivalent to half of the points for the GPS.

## Application Quotas

A Cadet may only apply for one of the following courses:

- International Air Cadet Exchange
- Power Pilot Scholarship
- Glider Pilot Scholarship

In addition, a Cadet may apply for up to two of the following courses:

- Advanced Aviation Technology Course – Airport Operations
- Advanced Aviation Technology Course – Aircraft Maintenance
- Advanced Aerospace Course
- The Oshkosh Trip

## Squadron Quotas:

Some Course Quotas are based on the Registered Cadet Monthly Average Strength of Squadrons the previous year (derived from FORTRESS). Each Squadron's Registered Average Strength and maximum



number of candidates can be found in the Annex to CRCSO 403/11. Be aware that it may not be the same as the Quota number used by RCSU(C) to calculate your Local Support Allocation.

### INTERNATIONAL AIR CADET EXCHANGE

**One candidate** per Squadron.

### AIRCRAFT MAINTENANCE, AIRPORT OPERATIONS, ADVANCED AEROSPACE COURSES

**Two candidates** per Squadron. Selection of a second Cadet from your Squadron will only occur after all Squadrons with eligible candidates receive a first selection.

**Note:** For this group, qualified second Squadron candidates are listed as “Pending” when selections are announced. When vacancies occur, due to withdrawals or disqualifications, they are filled according to the Merit List: firstly by candidates from Squadrons without a selection, then pending candidates by position on the Merit List.

### POWER PILOT AND GLIDER PILOT SCHOLARSHIPS

The number of candidates allowed per Squadron – based on Registered Cadet Monthly Average strength – is shown in the following table and listed in CRCSO 403/11.

AVERAGE EFFECTIVE STRENGTH (PREVIOUS YEAR)	MAXIMUM NUMBER OF CANDIDATES
80 or less	2
81 – 120	3
121 – 160	4
161+	5

## List of Squadron Candidates

At Annex B is an OPC form, on which Squadrons are asked to list all candidates for National Courses and submit with the Cadet files.

The contact information for the Course Contact Officer is vital to the OPC office being able to get in touch with you regarding deficiencies or irregularities in applications. Even if you think we already have this information on file provide us with the email address you use most frequently.

# Education Assessment and Documentation

## Background

As part of the selection process, candidates are required to submit information about their formal education, which usually takes the form of transcripts and/or report cards. A team of educators reviews these documents and gives points out of 15 or 20, depending upon the National Course (see page 14). The assessment is based upon the grade level, core academic course level (Mathematics, English, Science, etc.), and the level of achievement – marks – in these courses.

## Terminology

**Interim Report Card:** A report listing the courses and levels of achievement in the 1st term. This report is usually issued to students before the Christmas Break.

**Final Report Card:** A report listing the courses and levels of achievement during the semester or at the end of the school year. This report is usually issued at the end of January and June for semester schools, and in June only for non-semester schools.

**Official Transcript:** A report, issued by the Board of Education or private school, listing all secondary school courses attempted and successfully completed by a student during his or her secondary school career. A transcript is not issued for students in Grade 7 or 8.

## Requirements

Each candidate must submit an official transcript with his or her application, which can be obtained at no charge through his or her school's Guidance Office. Cadets should request a copy of their transcript as early as possible. A candidate in Grade 9 will not have a transcript, so Report Cards will be required.

Each candidate is also requested to include a copy of his or her Interim Report Card. This is useful to show the courses the Cadet is currently taking and his or her present level of achievement. While not mandatory, Report Cards supplement the information on transcripts and could result in the Cadet receiving a higher score on the assessment.

## More about Transcripts

Schools cannot release information to a third party (e.g., the Squadron), without the student's or parents' written consent. As you can imagine, obtaining written permission in order for the Squadron to make the request, would be a very time-consuming process. Schools can – and must – however, release information to the student or the parent upon request. We suggest that Squadrons have each Cadet approach the Guidance office/school administration and ask for the necessary documents.

It may be necessary or advisable for the candidate to carry a letter from the Squadron (the OPC can provide a sample), which outlines how the transcript is going to be used. If a candidate is unable to get a transcript, have their parents contact the Principal of the school directly. If there are any specific and/or unique situations that are causing problems, the OPC would be happy to discuss them and, if necessary,

contact a school directly. Schools now seem accustomed to requests for transcripts and few, if any, problems have arisen during the past few years.

## Home-Schooled Candidates

It is the right of every parent to provide an education to his or her child, through a process called "Home Schooling." Cadets that are home-schooled are eligible to apply for all courses, but will undergo a different process in order for Selection Board to arrive at a score for their educational assessment.

First-time home-schooled course applicants will be invited to – and must attend – an interview, normally held in Toronto in conjunction with the IACE interviews. During this interview, Cadets will be given the opportunity to show what they are studying, including samples of work, essays, assignments, projects, textbook lists, course outlines, etc. Cadets are encouraged, therefore, to bring any documentation relating to their home-schooled program, along with samples of their work.

Through this interview process, the home-schooled Cadet will be given an education score that will be included in his or her Merit List score, in the same manner as for Cadets attending, Public, Catholic or private schools. In subsequent years, a previously interviewed candidate may only be required to mail new material for assessment (at the discretion of the assessor).

## Education Assessment Scoring

The educational assessment is worth 15 points for AATC-AO/AM and AASC, or 20 points for IACE, PPS and GPS and Oshkosh, towards the overall Merit List Score. The assessment is based on the following three criteria:

### Current Grade Level

Year 1 or Grade 8 or 9	1 point
Year 2 or Grade 10	2 points
Year 3 or Grade 11	3 points
Year 4+ or Grade 12+	4 points

### Academic Level

The assessment for academic level is based on the majority of the Cadet's courses, including his or her core academic subjects (Mathematics, English, and Science). Consideration will be given to subjects that directly support the National Course for which the candidate is applying (e.g., technology, physical education, etc.).

Academic/University/Mixed Level	4-5 points
Applied/College Level (P)	2-3 points
Essential/Workplace Level (E)	1 point

Students currently in Grade 8 will be assessed at the Applied Level and given 2 points.

## Level of Achievement

The assessment for level of achievement is based on an overall average of all courses taken. Where there is a significant change in the level of achievement from one year to the next, more weight is given to the last year completed.

GRADES	AATC-AO/AM, AASC, OSHKOSH	IACE/PPS/GPS
A+ / L4+ / 90%+	6 points	11 points
A / L4 / 80-90%	5 points	8-10 points
B / L3 / 70-79%	4 points	5-7 points
C / L2 / 60-69%	3 points	3-4 point
D / L1 / 50-59%	2 points	1-2 points
E / Less than 50%	1 point	n/a

## Narratives

All National Course applications **must** include a Narrative composed by the Cadet. The Narrative counts for 5% of the Merit List Score for IACE, PPS and GPS, **and** 15% for AASC, AATC-AO and AATC-AM, and 30% for Oshkosh.

**If Cadets apply for more than one National Course, which involves assessment by the OPC, they must submit a separate Narrative for each Course.**

### Specifications:

- Must be generated by the Cadet without assistance
- 500 to 600 words
- Presentation in 1-1/2 or double-spaced lines, using an 11 or 12 point, standard business font
- Plain white or cream paper is preferred
- Cadet's rank, given name, surname, and Squadron at the top of the page
- His or her signature at the end of the Narrative

### Evaluation:

- 25% for accomplishments as a Cadet
- 50% for understanding of the course content, projecting the value/usefulness of the course to themselves and their Squadron, and articulating their desire to take the course
- 20% for extra-curricular activities of the applicant, particularly those that relate to the training and qualifications provided by the course
- 5% for presentation and special merit factors

**Notes:**

- The Narrative is a mandatory component of the PPS, GPS and IACE applications. Candidates whose applications arrive without a narrative may be deleted if the application remains incomplete.
- Points are lost for lack of a signature.
- Handwritten narratives are reluctantly accepted, but seldom make a good impression and are strongly discouraged.

## Qualification for Training Levels

Each year, some Cadets are disqualified from taking courses because their age and date of enrolment do not permit them to be in the training level required for the course – despite having a FORTRESS Cadet Service Record that seemingly attests to that level. In most cases, this is because a well-meaning LHQ staff (ultimately, the CO), have accelerated their training beyond that permitted by CATO 51-01, Annexes A and B. **Note that training waivers will not be accepted for GPS and PPS candidates.**

CATO 51-01 reads, in part:

### **Proficiency Level Program**

A Cadet will usually join in September and will only be permitted to complete one proficiency level in a given year.

### **Accelerated Training**

Knowing that all Cadets will not join as soon as they turn 12 or at the beginning of the training year in September, accelerated training may be authorized by the Sqn CO. The following conditions apply:

- (a) for a cadet to be deemed to have completed a training level in a given year, the cadet must be enrolled no later than 31 January of that training year. For example, if a cadet enrolls by 31 January, he will be deemed to have completed proficiency Level 1 by 30 June if additional opportunities to make up the missing training have been provided throughout the remainder of the training year. Any cadet who joins after 31 January may participate in sqn activities (including the proficiency level program) but will be deemed to have started proficiency level one only at the beginning of the next training year starting in September and level one will be completed in the following June (unless the next paragraph applies); and
- (b) a cadet joining before November 1st and turning 14 before that date may be authorized by the sqn CO to follow an accelerated training program in which proficiency levels one and two are combined, provided that an accelerated program is available at the sqn. Each case must be treated individually and a precise evaluation of the cadet's capabilities to follow accelerated training shall be determined by the sqn CO. Other proficiency levels cannot be combined. A cadet joining at age 13, between February 1st and November 1st of the next training year, and turning 14 before November 1st, may also be authorized by the sqn CO to follow an accelerated training program in which proficiency levels one and two are combined, provided that an accelerated program is available at the sqn.

## Interview Boards

The interview is a Merit List process tool for the Board to assess each candidate in person and assign them a score, which is both absolute and relative to other candidates.

The interview is also a development activity for the candidates, many of whom have not had to undergo a “business” interview, which will be typical of those they face for employment and other opportunities, both during and after their Cadet careers.

Interview Board members for National Courses are comprised of a mix of OPC Squadron Directors, Gliding Centre CIC Officers, Detachment and RCSU(C) personnel. If there are shortages of Squadron Directors and Officers, exceptions may be made to use SSC Chairs or COs (approved by the OPC Office or by Regional Directors), provided that they do not interview Cadets from their own Squadrons.

All interviews are conducted in person.

Cadets need to prepare and practice for the interview. Those who don't are invariably at a disadvantage and Interview Board members have confirmed repeatedly that it is obvious as to which candidates have “rehearsed.”

Interview Board members must not coach or help to rehearse candidates whom they know they will interview later. Similarly, members must declare a ‘conflict of interest’ if they are unexpectedly presented with Cadets they have previously assisted at the LHQ level.

## Interview Board Locations and Coordinators

### EASTERN ONTARIO AREA

Prescott – South Grenville District High School  
Coordinator: Jerry Wiaz, Maj (Ret'd)  
Squadrons: 58, 253, 325, 379, 585, 638, 653, 661, 870, 999

8 Wing Trenton – 32 Buffalo Avenue  
Coordinator: Tommy Thomas, Maj (Ret'd)  
Squadrons: 172, 173, 534, 598, 608, 704, 718, 851

### NORTHERN ONTARIO AREA

North Bay – Officers Mess, CFB North Bay  
Coordinator: Andy Blyth  
Squadrons: 200, 295, 547, 844

Iroquois Falls – 792 Sqn LHQ, Municipal Airport  
Coordinator: Bill McCarthy, Maj (Ret'd)  
Squadrons: 10, 288, 355, 792

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Sault Ste. Marie – Pine Street Armoury  
Coordinator: John Dalrymple  
Squadrons: 155, 696

### WESTERN ONTARIO AREA

Windsor – Windsor Flying Club, Windsor Airport  
Coordinator: George McMahon, Sr.  
Squadrons: 291, 294, 364, 535

London – A Block, GSU London  
Coordinator: Chris Redfearn, Maj (Ret'd)  
Squadrons: 3, 27, 44, 153, 201, 532, 599, 614, 741, 862

### KITCHENER/WATERLOO/HAMILTON AREA

Kitchener – Cadet Youth Development Centre, Waterloo International Airport  
Coordinator: Tom O'Drowsky, Maj (Ret'd), & Keith Maslen  
Squadrons: 19, 80, 121, 136, 296, 530, 822

Mount Hope – 779 Sqn HQ, Mount Hope Airport  
Coordinator: Fred Hopkinson  
Squadrons: 104, 150, 713, 715, 735, 779, 826

### NIAGARA AREA

Niagara Falls – Optimist Youth Park Building, Dorchester & Morrison Streets  
Coordinator: Jim Morrison  
Squadrons: 62, 23, 79, 87, 126, 128, 337, 611, 809

### GREY/BRUCE/SIMCOE AREA

CFB Borden – RCIS(C), Hangar 3, CFB Borden  
Coordinator: Louis Bourgeois  
Squadrons: 94, 99, 102, 164, 242, 659, 714, 724, 734

Hanover – Hanover Airport Terminal Building  
Coordinator: Jim Gale, LCol (Ret'd)  
Squadrons: 85, 167, 183, 340, 543, 769, 812, 895

## GREATER TORONTO AREA

4900 Yonge Street (Yonge & Sheppard)

Coordinator: OPC Office

Squadrons:

- York/Durham: 2, 140, 151, 166, 283, 351, 778, 856, 876
- Toronto: 110, 142, 180, 188, 246, 330, 618, 631, 700, 707, 818
- Peel/Halton: 132, 197, 540, 756, 758, 800, 820, 845, 892

## Place and Time

Applicants for PPS, GPS, AATC-AO, AATC-AM and AASC will primarily be interviewed throughout Ontario on **Saturday, 4 February 2012**. In Northern Ontario, IACE interviews will be held in North Bay on this date as well. Squadrons will be notified of their interview timings by the local coordinator.

During the first week of February 2011, Squadrons and candidates will be notified as to the time and location of the IACE and Home-Schooled interviews, by email. These activities will take place at the OPC office at 4900 Yonge Street, North York on **Saturday, 18 February 2011**; however, please note that for the past four years, the number of IACE candidates has justified an interview location in WOA as well; and the last two years in EOA.



## What Cadets can Expect at an Interview

(Squadrons are encouraged to give this information to Cadets)

<b>Who</b>	A two or three-person Interview Board normally comprised of Air Cadet League Squadron Directors. A number of Detachment and RCSU(C) personnel will also participate. For PPS and GPS Boards there will be one Gliding Centre CIC Officer.
<b>How long</b>	Twelve to fifteen minutes; perhaps a little longer for IACE applicants and those Cadets applying for more than one National Course.
<b>Procedure</b>	<p>Interviews must be in person. Unless given other instructions, you will enter facing the Board, wearing headdress, and salute. Wait until you are offered a seat. You may remove your headdress while you are seated with the Board.</p> <p>The members of the Board want you to feel comfortable and relaxed. Try to be so, while maintaining respect and decorum. Be prepared to say some initial words about yourself.</p> <p>You will most likely be asked general knowledge questions about current events, the World situation, geography, Canada and its government, the Provinces, Air Cadets, the Air Cadet League and the Canadian Forces. If you are applying for PPS or GPS, you will be asked about aviation and flight theory.</p> <p>You will also be asked questions to assess your knowledge, interest, motivation and attitude towards the course(s) for which you have applied. When the interview is completed, stand, replace headdress, salute, and smartly depart the room. The Board members may or may not offer to shake hands: let them decide.</p> <p>Some of the points keenly considered by the panel are:</p> <ul style="list-style-type: none"> <li>• Does the Cadet really want this course?</li> <li>• Does the Cadet understand the course and the mental – and physical – commitment required, if selected?</li> <li>• Course graduates have a responsibility to their Squadron to set an example for junior Cadets, and to provide leadership and instruction. Is the Cadet aware of this obligation?</li> </ul>
<b>Scoring</b>	After you depart, the Board members will confer and assign marks for: general knowledge, course knowledge, attitude, motivation, ability to express yourself, Squadron contributions, uniform appearance, and bearing.
<b>Subsequently</b>	An Education Board will score your transcript and school progress reports. Also, a Selection Board will review the complete application and the standardized results of the Interview Board marks, and arrive at a total score out of 100, which will determine your position on the Merit List.
<b>Note</b>	Cadets who are selected for courses must continue good attendance and performance at their Squadron, prior to leaving for summer training. COs may recommend that a Cadet's application be withdrawn, if his or her performance deteriorates to the point that they are undeserving of the opportunity.

## Sample Interview Board Questions

Board Chairpersons are to ensure that the Cadet candidates are asked questions specific to the course(s) desired. Each Board member is usually assigned a specific area (e.g. education, or aviation, etc.) and limited to two questions from each subject area. Remember only about 15 minutes is allocated per Cadet, followed by discussion among Board members before scoring.

### GENERAL QUESTIONS

#### Current Events

Name and briefly discuss a National and an International current event (in the news).  
How do you keep up with current events? Why is it important?

#### Geography

Appropriate general geography questions (e.g., name three capitals of Canadian provinces, or African or South American countries).

#### General Knowledge

Name three former Prime Ministers.  
Name two current Provincial Premiers.  
What was Ontario called just before Confederation?  
Name a Canadian satellite.  
Name two CF aircraft.  
What do the acronyms NATO and NORAD stand for?

#### Squadron Activities

How did you become interested in the Cadet movement?  
What are your current Squadron responsibilities?  
Are you a member of any Squadron teams, band and drill, flag party, other "clubs" (e.g., a/c modeling)?  
Have you entered an Effective Speaking Competition (or Debating Competition)?

#### Air Cadet League and Sponsors

What organization sponsors your Squadron?  
Do you know the Squadron Sponsoring Committee Chairperson's name?  
What is the role of the Air Cadet League in the Air Cadet Program?  
Do you know the OPC Director assigned to your Squadron?  
What are the proceeds from the Annual OPC Lottery used for?

#### Personal Assessment

What do you consider your own strength or weakness?  
What targets have you set for your personal growth or improvement?  
If you had to change something about yourself what would it be?

## School

Do you participate in any organized school teams, groups (band, football, etc)?  
On an average evening, how much time do you dedicate to homework?  
What do you use your home computer for? (e.g., games, research, emails)

## Career Interests

Where are you headed in life?  
Do you plan to take any post-secondary school education (e.g., community college, university, flight school, military college)?  
What discipline (or course) do you wish to pursue?  
Have you discussed your career with a Guidance Counsellor?

## Other Interests

Do you have a part time job?  
Does it compete with Cadets or school?  
Are you involved with any citizenship activities in your community outside of Cadets?  
Do you have any hobbies?  
What community related activities does your Squadron participate in? Cadets Caring for Canada? Squadron Exchanges? Civic Events? Community assistance?

## FOR IACE CANDIDATES:

Have you had the opportunity to travel?  
What do you or would you get out of travelling?  
Have you ever been on an exchange?  
Tell us about an IACE country of your choice.  
Tell us the importance of community service and your contributions to your community.  
Describe Canada as you would to your hosts in the Exchange Country.  
Describe how big Canada is for someone in England.  
Talk about Canada's government.  
Why is it important for you to go on this Exchange? How will it benefit you?  
What are your summer plans besides IACE?

## FOR POWER PILOT CANDIDATES:

Did you write the qualifying exam in prior years?  
How did your Squadron prepare you for this Power Pilot Scholarship course?  
Do you want to pursue a flying career?  
How will you "give back" to the Squadron what you will learn on this course?  
If you took glider scholarship last year, how did your CO have you assist with training in your Squadron program?  
Would today be a good flying day? Why or why not?  
Who funds the Power Pilot scholarships?

**FOR GLIDER PILOT CANDIDATES:**

How did your Squadron prepare you for the qualification exam?  
Have you participated in any glider familiarization flights? How many? Where?  
Why do you have an interest in this program?  
Do you have an appointment for your Transport Canada medical?  
Do you know what the proceeds from lottery tickets sales are for?  
Briefly explain how a glider flies.  
What are the primary control surfaces of a glider?  
Can you state three cloud types?  
Would today be a good flying day? Why or why not?

**FOR ADVANCED AVIATION TECHNOLOGY COURSE – AIRPORT OPERATIONS CANDIDATES:**

What interests you about the field of Airport Operations?  
Which airports have you visited or travelled through? OR, Name three well-known airports.  
What are some of the career opportunities associated with Airport Operations?  
What is a terminal?  
Name three different areas of airport operations you'd be interested in studying.  
How will you apply your newly learned skills on return to the Squadron?  
How do you think military airports differ from civilian airports? What elements are the same?

**FOR ADVANCED AVIATION TECHNOLOGY COURSE – AIRCRAFT MAINTENANCE CANDIDATES:**

Why did you choose this specialty course?  
Have you had any technical training in school? Elsewhere?  
How will you apply your newly learned skills on return to the Squadron?  
Has your Commanding Officer discussed the training program on this course with you?

**FOR ADVANCED AEROSPACE COURSE CANDIDATES:**

Why did you apply for this particular course?  
What do you expect to learn by attending this course?  
What specific aspects of aerospace studies are you most looking forward to learning more about?  
Do you ever read books or magazines or browse the Internet to learn more about aerospace-related issues and activities?  
How many Canadian astronauts can you name who have flown into space?  
Name the three largest aerospace companies in the world that manufacture commercial aircraft.  
Have you ever attended an airshow?  
How does this course relate to any career or personal goals you might have?  
Do you plan to apply for a Glider and/or Power Scholarship in the future?  
If you successfully complete this course, how will your squadron benefit from the skills and knowledge you acquire?

## Transport Canada Medical Certificates

Every Cadet who is accepted for a Power Pilot or Glider Pilot Scholarship **must** supply a **Transport Canada Medical Certificate with a Category 3 rating only**.

Medical Certificates are not required at the time applications are submitted (as they are in some other Provinces); however, it is an absolute **must** before the **1 June deadline**. In order to meet the deadline, no later than mid-December applicants should book an appointment with a Transport Canada Medical Examiner no later than the end of March. This will allow the Medical Examiner and Transport Canada sufficient time to process the Medical Certificate before 1 June.

Appointments must be booked with a Transport Canada-certified Civil Aviation Medical Examiner only, as Transport Canada is the approving authority for medicals. A current list of Medical Examiners can be found at in a searchable database on the Transport Canada web site (<http://wwwapps.tc.gc.ca/saf-sec-sur/2/come-meac/l.aspx?lang=eng>).

When the Squadron receives notification that the PPS or GPS candidate has either been selected or ranked close enough on the stand-by list to possibly be called as a spare, the Cadet should keep his or her medical appointment. It is imperative that the medical appointments be scheduled no later than March, as the medical approval process can take six to eight weeks. This also allows for additional tests, should they be required.

A few weeks after the medical examination, the Cadet or parent should contact the Medical Examiner to ensure that the paperwork was sent to Transport Canada for approval.

Once it has been confirmed that the medical examination results have been forwarded to Transport Canada, the Cadet awaits the Medical Certificate. If the certificate is not received within six weeks (early May), the Cadet or parent (third parties are not given any medical information) should contact Transport Canada, Ontario Region at 416-952-0230, regarding the status of the medical and issuance of the certificate.

DATE	EVENT
no later than Mid-December 2011	CO or Cadet must make a medical appointment with a local Transport Canada 'Civil Aviation Medical Examiner' for no later than March. Cadets who already have a valid Category 3 Medical Certificate do not require a new medical; certificates are good for five years.
Mid-to-Late March 2011	The OPC and RCSU(C) advise the Squadron SSC Chair and CO which Cadets are selected or placed highly on the selection list. Cadets then confirm with the medical examiner's office whether they will keep their appointment or cancel.
End of March 2011	All medical examinations must be complete by this date. Confirm with the medical examiner that completed forms have been sent to Transport Canada.
Early May 2011	If the Medical Certificate has not been received, contact Transport Canada at 416-952-0230 or 1-888-231-2330 regarding its status. Advise Capt Ken Reid at RCSU(C) (705-424-1200 ext 7027).

## Announcing the Results

Results of the National Courses selection process are announced in several stages.

1. The Merit List and completed applications for IACE candidates are sent to Ottawa for review by the National Selections Committee no later than 1 March, due to the requirement for Cadets (including those travelling to the USA) to obtain passports, and more stringent booking regulations by airlines. IACE selections are, therefore, normally announced via email to SSC Chairs and COs – through their respective chains of command – by mid-March.
2. Flying Scholarship Selection Boards will be held 1-2 March 2011 and completed candidate files are sent to RCSU(C) shortly thereafter. By the end of the first week of March, all other National Course files will be sent to RCSU(C) for final review. When the Merit Lists are confirmed, the selected, pending, and deleted candidates are identified, as well as noting whether their files are complete or incomplete.
3. Selection results for all National Courses are communicated via email to SSC Chairs and COs – through their respective Chains of Command – between late-March or very early April. OPC emails announcing selections are sent to SSC Chairs and copied to: Squadron Directors, Regional Directors. RCSU emails announcing selections are sent to Squadron CO's.

## OPC Fees and Course Training Expenses

Power Pilot and Glider Pilot Scholarship fees, as well as those for the International Air Cadet Exchange, are shown in the table below. In accordance with ACL and OPC policy, these fees are the responsibility of the SSC and are not to be passed along to the Cadet or the parents/guardians. The SSC is also encouraged to pay the candidate's medical examination fee.

### OPC Fees

COURSE	FEE
International Air Cadet Exchange	\$150.00
Power Pilot Scholarship	\$150.00
Glider Pilot Scholarship	\$150.00

IACE fees represent 50% of the amount billed by the National level to the OPC, in order to support the Exchange program. PPS and GPS fees are allocated to an Aviation Reserve Account (to fund future aircraft acquisitions) and are **not refundable** in the event of a Cadet RTU after 1 training day.

### Training Expenses for PPS and GPS

The information provided in the following table reflects approximate costs only. The commercial cost of obtaining a Glider Pilot License normally exceeds \$1,300 and the cost of a Private Pilot's License is at least \$7,000. Considering that training through the Flying Scholarship program is free, it is reasonable that the following direct additional costs may be passed along to the Cadet or parents, although they may be covered by some Sponsoring Committees.

In either case, the candidate should arrive at the Training Centre bearing a Category 3 medical certificate and two separate cheques payable to the Receiver General of Canada (one for the Transport Canada Examination, and one for the Pilot's License). Details are included in the Joining Instructions.

ITEM / PAYMENT DETAILS	GLIDER	POWER
Transport Canada Category 3 Medical (payable to the examining physician)	\$100.00 +\-	\$100.00 +\-
Transport Canada Examination (payable to the Receiver General of Canada)	\$105.00	\$105.00
Transport Canada Pilot's License (payable to the Receiver General of Canada)	\$55.00	\$55.00
<b>Total</b>	<b>\$260.00</b>	<b>\$260.00</b>

These cheques will be returned to the cadet in the event of RTU prior to examination / license application.

**Notes:**

1. A Transport Canada Medical Certificate is valid for five years; therefore, a Cadet who receives a Category 3 Certificate for GPS, will not require another Certificate in the following year for PPS.
2. The Transport Canada examination for the Glider Pilot program is one unit. Failure will require a rewrite fee of \$105.00 (to be paid onsite by the cadet); failure of the rewrite results in a "Cease Training" order.
3. The Transport Canada examination for the Power Pilot program consists of four parts. The candidate must obtain an overall pass mark of 60%, regardless of the number of failed sections. A failed section requires a rewrite fee of \$35.00; failure of the rewrite results in a "Cease Training" order.
4. All expenses are estimates; the cost of medical examinations will vary. Actual fees will be identified in the Joining Instructions sent to selected candidates.

## Summary

National Courses are a key element in sustaining a vibrant Squadron, while providing personal development and qualifications for the Cadet.

Cadets, parents and Squadron staff need to be informed about National Courses and given the incentive and opportunity to qualify as applicants. Please make this handbook and the Need to Know handbook available to all in your Squadron.

It is an ongoing process, which requires vision, planning, and the dedication of Squadron resources to successfully manage.



# **Appendix A**

**CATO 51-01 Annex C**

## AIR CADETS

### 2012 NATIONAL SUMMER TRAINING COURSES

#### SELECTION PROCESS

Revised 10 August 2011

#### 1. GENERAL

- a. This document must be read in conjunction with CATO 51-01, Annex C CSTC Program.

#### 2. NATIONAL SUMMER TRAINING COURSES

- a. The National Summer Training Courses are the following:
  - (1) International Air Cadet Exchange (IACE);
  - (2) Power Pilot Scholarship (PPS);
  - (3) Glider Pilot Scholarship (GPS);
  - (4) Advanced Aviation Technology Course - Airport Operations (AATC-AO);
  - (5) Advanced Aviation Technology Course - Aircraft Maintenance (AATC-AM);
  - (6) Advanced Aerospace Course (AASC); and
  - (7) Oshkosh Trip (OT).

#### 3. PROVINCIAL SELECTION BOARDS

- a. Each year, Air Cadet League Provincial Committees (ACL PCs) conduct Provincial Selection Boards for National Summer Training Courses using the scoring sheets provided by the ACL Headquarters (ACL HQ) in Ottawa.

## CADETS DE L'AIR

### COURS D'INSTRUCTION D'ÉTÉ NATIONAUX 2012

#### PROCESSUS DE SÉLECTION

Révisé le 10 août 2011

#### 1. GÉNÉRALITÉS

- a. Le présent document doit être consulté de concert avec l'OAIC 51-01 annexe C Programme des CIEC.

#### 2. COURS D'INSTRUCTION D'ÉTÉ NATIONAUX

- a. Les cours d'instruction d'été nationaux sont les suivants:
  - (1) Échange international des cadets de l'Air (EICA);
  - (2) Bourse de pilote d'avion (BPA);
  - (3) Bourse de pilote de planeur (BPP);
  - (4) Cours de technologie avancée de l'aviation - Opérations d'un aéroport (CTAA-OA);
  - (5) Cours de technologie avancée de l'aviation - Entretien d'aéronef (CTAA-EA);
  - (6) Cours d'aérospatiale avancée (CASA); et
  - (7) Voyage à Oshkosh (VO).

#### 3. COMITÉS DE SÉLECTION PROVINCIAUX

- a. À chaque année, les comités provinciaux de la Ligue des cadets de l'Air (CP LCA) sont responsables de la conduite des comités de sélection provinciaux pour les cours d'instruction d'été nationaux en utilisant les fiches de pointage fournies par le siège national de la LCA (SN LCA) à Ottawa.

- b. It is stressed that there should be full participation in the recommendation stage of the selection process by the Regional Cadet Support Unit (RCSU) staff; the Regional Air Training Officer (Reg Air Trg O) and/or the Regional Cadet Air Operations Officer (RCA Ops O) and/or the Detachment (Det) Area Cadet Officer (ACO).
  - c. Provincial Selection Boards are mandatory for the IACE, the PPS and the GPS.
  - d. Provincial Selection Boards are optional for the AATC-AO, the AATC-AM, the AASC and the OT.
  - e. ACL PC and RCSU staff responsible for National Summer Training Courses must decide together if there will be a Provincial Selection Board for each of the courses amongst the AATC-AO, the AATC-AM, the AASC and the OT. If there is a disagreement for one of these courses, the ACL PC may still conduct a Provincial Selection Board unilaterally without the help of the RCSU.
- b. Il convient d'insister sur l'importance, au cours de la phase des recommandations du processus de sélection, d'une pleine participation du personnel de l'unité régionale de soutien aux cadets (URSC); de l'O Rég Entr (Air) et/ou de l'Officier Régional des Opérations Aériennes Cadets (OR Ops AC) et/ou de l'Officier des cadets du secteur (OCS) du détachement (dét).
  - c. Des comités de sélection provinciaux sont obligatoires pour l'EICA, la BPA et la BPP.
  - d. Des comités de sélection provinciaux sont facultatifs pour le CTAA-OA, le CTAA-EA, le CASA et le VO.
  - e. Le personnel du CP LCA et de l'URSC responsable pour les cours d'instruction d'été nationaux doivent déterminer ensemble si un comité de sélection provincial aura lieu pour chacun des cours parmi le CTAA-OA, le CTAA-EA, le CASA et le VO. Dans le cas où il y aurait désaccord pour un des cours, le CP LCA pourra quand même mener un comité de sélection provincial unilatéralement sans l'aide de l'URSC.

#### **4. QUALIFYING EXAMS AND INTERVIEWS** **4. EXAMENS D'ADMISSION ET ENTREVUES**

- a. As part of the Provincial Selection Boards, a qualifying exam is mandatory for the PPS and the GPS. A mark of 50% or better is required in order to continue the selection process, the next step being the interview. There is no qualifying exam for the IACE, the AATC-AO, the AATC-AM, the AASC and the OT.
  - b. As part of the Provincial Selection Boards, an interview is mandatory for the IACE, the PPS and the GPS. An interview is optional for the AATC-AO, the AATC-AM, the AASC and the OT.
- a. Dans le cadre des comités de sélection provinciaux, un examen d'admission est obligatoire pour la BPA et la BPP. Une note d'au moins 50% est requise afin de poursuivre le processus de sélection, l'étape suivante étant l'entrevue. Il n'y a pas d'examen d'admission pour l'EICA, le CTAA-OA, le CTAA-EA, le CASA et le VO.
  - b. Dans le cadre des comités de sélection provinciaux, une entrevue est obligatoire pour l'EICA, la BPA et la BPP. L'entrevue est facultative pour le CTAA-OA, le CTAA-EA, le CASA et le VO.

## 5. RECOMMENDATION OF CANDIDATES

- a. When all scoring sheets have been completed, ACL PCs shall prepare a Merit List for each course in which cadets participated in the Provincial Selection Boards, listing all candidates who have submitted an application form, from the highest total score to the lowest total score. The minimum standard is 60%. Candidates who receive a total score below 60% shall not be deemed acceptable for training and their applications shall be rejected. These cadets shall be listed as DELETED.
- b. A Merit List is mandatory for the IACE, the PPS and the GPS. For the AATC-AO, the AATC-AM, the AASC and the OT, a Merit List is required for each course in which cadets participated in the Provincial Selection Boards.
- c. ACL PCs must use the Microsoft Excel spreadsheets issued by D Cdts 4-5-2 and provided by ACL HQ when submitting their Merit Lists. ACL PCs are responsible for filling out all required information on the Microsoft Excel spreadsheets.
- d. For the IACE, ACL PCs must submit to D Cdts 4-5-2, Capt Simon Caron as soon as possible (ASAP) and **no later than (NLT) 1 Mar 12** the following:
  - (1) A Merit List;
  - (2) An electronic copy of the completed Microsoft Excel spreadsheet (ACL PCs must also forward an electronic copy to ACL HQ); and
  - (3) All candidates' application files.

## 5. RECOMMANDATION DES CANDIDATS

- a. Lorsque toutes les fiches de pointage sont remplies, les CP LCA doivent préparer une liste par ordre de mérite pour chacun des cours auxquels les cadets ont participé aux comités de sélection provinciaux, en classant tous les candidats qui ont soumis un formulaire de mise en candidature selon leurs résultats, en ordre décroissant. La note de passage minimum est 60 %. Les candidats qui ont obtenu une note totale inférieure à 60 % sont réputés inadmissibles à l'instruction et leurs candidatures doivent être rejetées. Ces cadets seront inscrits en tant que RAYÉS DE LA LISTE.
- b. Une liste par ordre de mérite est obligatoire pour l'EICA, la BPA et la BPP. Pour le CTAA-OA, le CTAA-EA, le CASA et le VO, une liste par ordre de mérite est requise pour chaque cours pour lequel les cadets ont participé aux comités de sélection provinciaux.
- c. Les CP LCA devront utiliser les feuilles de calcul Excel de Microsoft distribuées par le D Cad 4-5-2 et fournis par le SN LCA pour soumettre leurs listes par ordre de mérite. Les CP LCA sont responsables de compléter toute l'information requise sur les feuilles de calcul Excel de Microsoft.
- d. Pour l'EICA, les CP LCA doivent soumettre au D Cad 4-5-2, le Capt Simon Caron aussitôt que possible (AQP) et **au plus tard (APT) le 1 mar 12** ce qui suit:
  - (1) Une liste par ordre de mérite;
  - (2) Une copie électronique de la feuille de calcul Excel de Microsoft complétée (les CP LCA doivent également soumettre une copie électronique au SN LCA); et
  - (3) Tous les dossiers des candidats.

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| <p>e. For the PPS and the GPS, ACL PCs must submit to the Reg Air Trg O ASAP and <b>NLT 31 Mar 12</b> the following:</p> <p>(1) A Merit List for each course;</p> <p>(2) An electronic copy of the completed Microsoft Excel spreadsheet for each course (ACL PCs must also forward an electronic copy to ACL HQ); and</p> <p>(3) All candidates' application files.</p> <p>f. For the AATC-AO, the AATC-AM, the AASC and the OT, ACL PCs must submit to the Reg Air Trg O ASAP and <b>NLT 31 Mar 12</b> the following:</p> <p>(1) A Merit List for each course in which cadets participated in the Provincial Selection Boards;</p> <p>(2) An electronic copy of the completed Microsoft Excel spreadsheet for each course in which cadets participated in the Provincial Selection Boards (ACL PCs must also forward an electronic copy to ACL HQ); and</p> <p>(3) All candidates' application files for each course in which cadets participated in the Provincial Selection Boards.</p> | <p>e. Pour la BPA et la BPP, les CP LCA doivent soumettre à l'O Rég Entr (Air), AQP et <b>APT le 31 mar 12</b> ce qui suit:</p> <p>(1) Une liste par ordre de mérite pour chaque cours;</p> <p>(2) Une copie électronique de la feuille de calcul Excel de Microsoft complétée pour chaque cours (les CP LCA doivent également soumettre une copie électronique au SN LCA); et</p> <p>(3) Tous les dossiers des candidats.</p> <p>f. Pour le CTAA-OA, le CTAA-EA, le CASA et le VO, les CP LCA doivent soumettre à l'O Rég Entr (Air), AQP et <b>APT le 31 mar 12</b> ce qui suit:</p> <p>(1) Une liste par ordre de mérite pour chaque cours pour lequel les cadets ont participé aux comités de sélection provinciaux;</p> <p>(2) Une copie électronique de la feuille de calcul Excel de Microsoft complétée pour chaque cours pour lequel les cadets ont participé aux comités de sélection provinciaux (les CP LCA doivent également soumettre une copie électronique au SN LCA); et</p> <p>(3) Tous les dossiers des candidats pour chaque cours pour lequel les cadets ont participé aux comités de sélection provinciaux.</p> |
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## **6. CONFIRMATION OF SELECTED CANDIDATES**

- a. After reception of the Merit Lists from ACL PCs, D Cdts and ACL HQ staff for the IACE and also Reg Air Trg Os or their designate for all other courses in which cadets participated in the Provincial Selection Boards, shall review each Merit List with the candidates' application files including all submitted waiver requests. If required, adjustments are made and, for

## **6. CONFIRMATION DES CANDIDATS SÉLECTIONÉS**

- a. Sur réception des listes par ordre de mérite des CP LCA, le personnel de la D Cad et du SN LCA pour l'EICA et également les O Rég Entr (Air) ou leur mandataire pour tous les autres cours pour lesquels les cadets ont participé aux comités de sélection provinciaux, feront la vérification de chacune des listes par ordre de mérite avec les dossiers des candidats, y compris toutes

each Merit List, two selection lists are prepared; a Master Selection List and an Initial Selection List. Merit Lists are reviewed ASAP in the order they are received from the ACL PCs. The aim is to confirm selected candidates ASAP.

- b. For each course in which cadets did not participate in Provincial Selection Boards directed by the ACL PC, Reg Air Trg Os or their designate shall review all candidates' application files including all submitted waiver requests and prepare a Merit List for each course using regional selection criteria. All candidates who have submitted an application form shall be listed from the highest total score to the lowest total score on the Merit List. Reg Air Trg Os must use the Microsoft Excel spreadsheets provided by D Cdts 4-5-2 when submitting their Merit Lists. From these Merit lists, two selection lists are prepared; a Master Selection List and an Initial Selection List.
- c. As a reminder, prerequisites for all courses are listed at Annex A.
- d. Please see Annex B for an explanation of the terminology used in Master Selection Lists and Initial Selection Lists.

## **7. MASTER SELECTION LISTS**

- a. The Master Selection List Office of Primary Responsibility (OPI) for the IACE is D Cdts 4-5-2 and Master Selection Lists OPIs for all other courses are the Reg Air Trg Os or their designate. Master Selection Lists are used for the replacement of withdrawals.

les demandes de dérogation. Au besoin, des ajustements sont faits et, pour chaque liste par ordre de mérite, deux listes de sélection sont rédigées; une liste de sélection principale et une liste de sélection initiale. Les listes par ordre de mérite sont révisées AQP selon leur ordre de réception des CP LCA. L'objectif est la confirmation des candidats sélectionnés AQP.

- b. Pour chaque cours pour lesquels les cadets n'ont pas participé aux comités de sélection provinciaux menés par le CPLCA, les O Rég Entr (Air) ou leur mandataire feront la vérification de tous les dossiers des candidats y compris toutes les demandes de dérogation reçues et ils devront rédiger une liste par ordre de mérite pour chacun de ces cours à partir de critères de sélection régionaux. Tous les candidats qui ont soumis un formulaire de mise en candidature devront être classés en ordre décroissant sur la liste par ordre de mérite. Les O Rég Entr (Air) devront utiliser les feuilles de calcul Excel de Microsoft fournis par le D Cad 4-5-2 pour rédiger leurs listes par ordre de mérite. À partir de ces listes par ordre de mérite, deux listes de sélection sont rédigées; une liste de sélection principale et une liste de sélection initiale.
- c. À titre d'aide-mémoire, les critères d'admissibilités pour tous les cours se trouvent à l'annexe A.
- d. Pour une explication de la terminologie utilisée dans les listes de sélection principales et les listes de sélection initiales, veuillez consulter l'annexe B.

## **7. LISTES DE SÉLECTION PRINCIPALES**

- a. Le Bureau de Première Responsabilité (BPR) pour la liste de sélection principale de l'EICA est le D Cad 4-5-2 et les BPR pour les listes de sélection principales de tous les autres cours sont les O Rég Entr (Air) ou leur mandataire. Les listes de sélection principales servent au remplacement des candidats qui se désistent.

- b. All candidates who have submitted an application shall be listed on the Master Selection List of the course(s) they have applied for. Candidates are listed from the highest total score to the lowest total score after final screening. Candidates who receive a total score below 60% shall be listed as DELETED.
- c. Cadets shall be listed on the Master Selection List as SELECTED or SELECTED 90/10 or SELECTED/INC or SELECTED 90/10/INC or DELETED or SPARE or SPARE/INC or PENDING or PENDING/INC or NOT REVIEWED.
- d. D Cdts 4-5-2 must forward the IACE Master Selection Lists to ACL HQ and Reg Air Trg Os as soon as they are completed. Reg Air Trg Os shall receive information for squadrons (sqns) under their responsibility only.
- e. Reg Air Trg Os must forward Master Selection Lists for all courses other than the IACE to D Cdts 4-5-2 and ACL HQ as soon as they are completed. In addition, Reg Air Trg Os must forward Master Selection Lists for the PPS and the GPS to D Cdts 4-6 and their RCA Ops Os. RCA Ops Os shall receive information for sqns under their responsibility only.
- b. Tous les candidats qui ont soumis une mise en candidature doivent être inscrits sur la liste de sélection principale du (des) cours pour lequel (lesquels) ils ont soumis leur candidature. Les candidats apparaissent sur la liste selon l'ordre décroissant de la note globale obtenue après l'évaluation finale. Les candidats qui ont obtenu une note globale inférieure à 60 % sont inscrits en tant que RAYÉ DE LA LISTE.
- c. Les cadets seront inscrits sur la liste de sélection principale en tant que SÉLECTIONNÉ ou SÉLECTIONNÉ 90/10 ou SÉLECTIONNÉ/INC ou SÉLECTIONNÉ 90/10/INC ou RAYÉ DE LA LISTE ou SUBSTITUT ou SUBSTITUT/INC ou EN ATTENTE ou EN ATTENTE/INC ou NON RÉVISÉ.
- d. D Cad 4-5-2 doit transmettre les listes de sélection principales de l'EICA au SN LCA et aux O Rég Entr (Air) AQP une fois complétées. Les O Rég Entr (Air) recevront l'information concernant les escs sous leur responsabilité seulement.
- e. Les O Rég Entr (Air) doivent transmettre les listes de sélection principales pour tous les autres cours sauf l'EICA au D Cad 4-5-2 et au SN LCA AQP une fois complétées. De plus, les O Rég Entr (Air) doivent transmettre les listes de sélection principales pour la BPA et la BPP au D Cad 4-6 et à leur OR Ops AC. Les OR Ops AC recevront l'information concernant les escs sous leur responsabilité seulement.

## **8. CONFIDENTIALITY OF MASTER SELECTION LISTS**

- a. Master Selection Lists are **confidential** and the information from those lists (name of SELECTED/INC cadets, SPARE's ranking, etc.) shall not be shared with anyone. Only D Cdts staff, ACL HQ and Master Selection Lists OPIs shall be in possession of Master Selection Lists.

## **8. CONFIDENTIALITÉ DES LISTES DE SÉLECTION PRINCIPALES**

- a. Les listes de sélection principales sont **confidentielles**, et les renseignements qu'elles contiennent (nom des cadets SÉLECTIONNÉS/INC, classement des SUBSTITUTS, etc.) ne peuvent être transmis à personne. Seul le personnel de la D Cad, le SN LCA et les BPR des listes de sélection principales seront en possession des listes de sélection principales.

- b. Any information from Master Selection Lists obtained by unauthorized persons will surely find its way to the sqn and finally to the cadet or the cadet's parents. This has happened in the past and created major problems, notably Ministerial Inquiries resulting in DND having to pay for extra vacancies on different courses including the PPS and the GPS, which are very costly.

## **9. INITIAL SELECTION LISTS**

- a. As soon as a Master Selection List is completed for a given course, the Master Selection List OPI shall also prepare an Initial Selection List for that same course.
- b. All selected cadets are listed on the Initial Selection List from the highest total score to the lowest total score after final screening and in the following manner:
  - (1) Cadets who have been selected with no missing documents are listed as SELECTED or SELECTED 90/10 and they are identified by surname, given name and other pertinent information;
  - (2) Cadets who have been selected but have missing documents are listed as SELECTED/INC or SELECTED 90/10/INC and they are identified by the comment To Be Confirmed (TBC). These cadets are not identified by any personal information; and
  - (3) For the PPS and the GPS, if the Transport Canada Medical Certificate is the only missing document, the cadet shall be listed as SELECTED or

- b. Toute information provenant des listes de sélection principales qui est obtenue par des personnes non autorisées aboutira certainement à l'esc et, en bout de ligne, au cadet ou aux parents du cadet. Cela s'est produit par le passé et a entraîné d'importants problèmes, notamment des demandes de renseignements à l'intention du Ministre et l'obligation pour le MDN de payer les coûts pour des contingentements supplémentaires dans divers cours, entre autres pour la BPA et la BPP qui sont très coûteuses.

## **9. LISTES DE SÉLECTION INITIALES**

- a. Dès qu'une liste de sélection principale est complétée pour un cours donné, le BPR de la liste de sélection principale doit également rédiger une liste de sélection initiale pour ce même cours.
- b. Tous les cadets sélectionnés sont inscrits sur la liste de sélection initiale selon l'ordre décroissant de la note globale obtenue après l'évaluation finale et de la façon suivante:
  - (1) Les cadets sélectionnés dont le dossier comprend tous les documents requis sont inscrits en tant que SÉLECTIONNÉ ou SÉLECTIONNÉ 90/10 et ils sont identifiés par leur nom de famille, leur prénom et autres informations pertinentes;
  - (2) Les cadets sélectionnés dont le dossier ne comprend pas tous les documents requis sont inscrits en tant que SÉLECTIONNÉ/INC ou SÉLECTIONNÉ 90/10/INC et ils sont identifiés par la mention à être confirmé (AEC). Ces cadets ne sont pas identifiés par aucun renseignement personnel; et
  - (3) Pour la BPA et la BPP, si le certificat médical de Transport Canada est le seul document manquant, le cadet sera inscrit en tant que SÉLECTIONNÉ ou



SELECTED 90/10 and he is identified by surname, given name and other pertinent information. The comment "Medical Certificate required" is also found in the COMMENTS column. If there are any other missing documents in addition to the Medical Certificate, the cadet is listed as SELECTED/INC or SELECTED 90/10/INC, he is identified by the comment TBC and these cadets are not identified by any personal information. If the Medical Certificate for a selected cadet is not received by June 1<sup>st</sup>, the status of the cadet may be changed to DELETED.

SÉLECTIONNÉ 90/10 et il sera identifié par son nom de famille, son prénom et autres informations pertinentes. La mention «Certificat médical requis» sera inscrite dans la colonne COMMENTAIRES. Par contre, si d'autres documents sont manquants en plus du certificat médical, le cadet sera inscrit en tant que SÉLECTIONNÉ/INC ou SÉLECTIONNÉ 90/10/INC, il sera identifié par la mention AEC, ces cadets ne sont pas identifiés par aucun renseignement personnel. Si le Certificat médical d'un cadet sélectionné n'a pas été reçu au 1<sup>er</sup> juin, il se peut que son statut soit modifié à RAYÉ DE LA LISTE.

c. Candidates who are listed as SPARE, SPARE/INC, PENDING, PENDING/INC, DELETED and NOT REVIEWED on the Master Selection List are not listed on the Initial Selection List, however, a list of pending cadets, a list of deleted cadets and a list of cadets with missing documents will be forwarded with the Initial Selection List. These lists (pending, deleted and missing documents) **shall not have any cadet ranking** and cadets shall be **listed by sqn**.

c. Les candidats inscrits en tant que SUBSTITUT, SUBSTITUT/INC, EN ATTENTE, EN ATTENTE/INC, RAYÉ DE LA LISTE et NON RÉVISÉ sur les listes de sélection principales ne seront pas inscrits sur les listes de sélection initiales, par contre une liste des cadets en attente, une liste des cadets rayés de la liste et une liste des cadets avec documents manquants seront transmises avec les listes de sélection initiales. Ces listes (en attente, rayés de la liste et documents manquants) **ne comporteront aucun classement** et les cadets seront **inscrits par esc**.

d. D Cdts 4-5-2 must forward IACE Initial Selection Lists to ACL HQ, ACL PCs and Reg Air Trg Os as soon as they are completed. Once received, these lists must be forwarded immediately; from ACL PCs to ACL Sponsoring Committee Chairperson (SC Chair) and also from Reg Air Trg Os to Det ACOs who will then forward them to sqn COs. ACL PCs, Reg Air Trg Os, ACL SC Chair, Det ACOs and sqn COs shall receive information for sqns under their responsibility only.

d. D Cad 4-5-2 doit transmettre les listes de sélection initiales pour l'EICA au SN LCA, aux CP LCA et aux O Rég Entr (Air) AQP une fois complétées. Une fois reçues, ces listes doivent être transmises immédiatement; des CP LCA aux Présidents des comités de répondants (Prés CR) de la LCA et également des O Rég Entr (Air) aux OCS Dét qui les feront suivre aux cmdts d'escs. Les CP LCA, les O Rég Entr (Air), les Prés CR LCA, les OCS Dét et les cmdts escs recevront l'information concernant les escs sous leur responsabilité seulement.

- e. Reg Air Trg Os must forward Initial Selection Lists for all courses other than IACE to D Cds 4-5-2, ACL HQ, ACL PCs and Det ACOs as soon as they are completed. In addition, Reg Air Trg Os must forward Initial Selection Lists for the PPS and the GPS to D Cds 4-6 and their RCA Ops Os. Once received, these lists must be forwarded immediately; from ACL PCs to ACL SC Chair and also from Det ACOs to sqn COs. ACL PCs, ACL SC Chair, RCA Ops Os, Det ACOs and sqn COs shall receive information for sqns under their responsibility only.

- e. Les O Rég Entr (Air) doivent transmettre les listes de sélection initiales pour tous les cours sauf l'EICA au SN LCA, au D Cad 4-5-2, aux CP LCA et aux OCS Dét AQP une fois complétées. De plus, les O Rég Entr (Air) doivent transmettre les listes de sélection initiales pour la BPA et la BPP au D Cad 4-6 et à leur OR Ops AC. Une fois reçues, ces listes doivent être transmises immédiatement; des CP LCA aux Prés CR LCA et également des OCS Dét aux cmdts d'escs. Les CP LCA, les Prés CR LCA, les OR Ops AC, les OCS Dét et les cmdts escs recevront l'information concernant les escs sous leur responsabilité seulement.

## **10. ANNOUNCEMENTS TO SELECTED CADETS**

- a. Cadets must be advised ASAP that they have been selected for a National Summer Training Course. To this end, the sqn CO and the ACL SC Chair shall communicate with each other as soon as one of them receives their Initial Selection Lists from their own chain of command. They will then choose an appropriate time to make the announcements jointly to all selected cadets in accordance with (IAW) the sqn training schedule. Selected cadets must be advised ASAP and **NLT 2 weeks** after the sqn CO or ACL SC Chair receives their Initial Selection Lists.
- b. It is very important that no announcements of the selection results be made to any cadet before the sqn CO and the ACL SC Chair have communicated.

## **11. MISSING DOCUMENTS**

- a. Some cadets on the Initial Selection Lists have already been selected but they cannot be confirmed as selected until their missing documents have been received. These cadets are listed as **SELECTED/INC** or **SELECTED 90/10/INC**. As soon as their

## **10. AVIS AUX CADETS SÉLECTIONNÉS**

- a. Les cadets doivent être avisés AQP qu'ils ont été sélectionnés pour un cours d'instruction d'été national. À cette fin, le cmdt esc et le Prés CR LCA doivent communiquer l'un avec l'autre aussitôt que l'un d'eux reçoit les listes de sélection initiales de sa propre voie hiérarchique. Ils choisissent ensuite un moment opportun pour aviser conjointement tous les cadets dont la sélection est confirmée, en fonction du calendrier d'instruction de l'esc. Les cadets dont la sélection est confirmée doivent être avisés AQP et **APT deux semaines** après que le cmdt esc ou le Prés CR LCA ont reçu leurs listes de sélection initiales.
- b. Il est très important qu'aucune annonce des résultats de la sélection ne soit faite aux cadets avant que le cmdt esc et le Prés CR LCA n'aient communiqué ensemble.

## **11. DOCUMENTS MANQUANTS**

- a. Certains cadets sur les listes de sélection initiales ont déjà été sélectionnés mais leurs sélections ne peuvent être confirmées tant que leurs documents manquants n'ont pas été reçus. Ces cadets sont inscrits en tant que **SÉLECTIONNÉ/INC** ou

missing documents are received, their selection shall be confirmed and their status changed to SELECTED or SELECTED 90/10.

- b. For other cadets who are not selected on the Initial Selection Lists (pending and spare cadets), the receipt of missing documents will complete their application file. This is also very important because when a cadet withdraws from a course, the highest-ranking spare on the Master Selection List for that particular course replaces him and that cadet may only be confirmed as SELECTED or SELECTED 90/10 if his application file is complete.
- c. Missing documents must be forwarded ASAP to Master Selection List OPIs, they are listed at Annex C.

## **12. REPLACEMENT OF WITHDRAWALS PROCESS**

- a. As you know, almost immediately after Initial Selection Lists are forwarded, withdrawals are received for all sorts of reasons. These cadets must be replaced ASAP by other cadets on the Master Selection Lists. The replacement of withdrawals shall be the responsibility of Master Selection Lists OPIs.
- b. When a cadet withdraws, his status must be changed to DELETED. The Master Selection List for that particular course must then be reviewed **immediately** to verify if there is a cadet **from that same sqn on that same course** who is listed as **pending**. If so, the status of this cadet must be changed:

(1) From PENDING to SPARE; and

(2) From PENDING/INC to SPARE/INC;

SÉLECTIONNÉ 90/10/INC. Dès réception des documents manquants, leur sélection sera confirmée et leur statut sera modifié à SÉLECTIONNÉ ou SÉLECTIONNÉ 90/10.

- b. Pour les cadets qui ne sont pas sélectionnés sur les listes de sélection initiales (cadets en attente ou substitués), la réception des documents manquants complète leur dossier de mise en candidature. Ceci est également très important car s'il y a un désistement, le substitut le mieux classé sur la liste de sélection principale doit être sélectionné et ce dernier sera confirmé en tant que SÉLECTIONNÉ ou SÉLECTIONNÉ 90/10 seulement si son dossier de mise en candidature est complet.
- c. Les documents manquants doivent être envoyés AQP aux BPR des listes de sélection principales, ceux-ci sont énumérés à l'annexe C.

## **12. PROCESSUS DE REMPLACEMENT EN CAS DE DÉSISTEMENT**

- a. Comme vous le savez, presque immédiatement après l'envoi des listes de sélection initiales, nous recevons des avis de désistement pour toutes sortes de raisons. Les cadets qui se désistent doivent être remplacés AQP par d'autres cadets sur les listes de sélection principales. Le remplacement des désistements est la responsabilité des BPR des listes de sélection principales.
- b. Lorsqu'un cadet se désiste, son statut doit être modifié à RAYÉ DE LA LISTE. La liste de sélection principale de ce cours en particulier doit alors être révisée **immédiatement** afin de vérifier s'il y a un cadet **du même esc sur le même cours** inscrit en tant qu'**en attente**. Si oui, le statut de ce cadet doit être modifié:

(1) De EN ATTENTE à SUBSTITUT; et

(2) De EN ATTENTE/INC à SUBSTITUT/INC;

- c. For the PPS and the GPS, if the cadet that has withdrawn was selected using the 90/10 Selection Option, the Master Selection List for that particular course must then be reviewed **immediately** to verify if there is a cadet **from that same sqn on that same course** who is listed as a spare. If so, the status of the highest-ranking spare on the Master Selection List from that same sqn on that same course must be changed:
- (1) From SPARE to SELECTED or from SPARE/INC to SELECTED/INC, as applicable.
- d. If the cadet that has withdrawn was selected, a vacancy is now available for this course and the following measures must be taken:
- (1) The highest-ranking spare on the Master Selection List is selected and his status is changed from SPARE to SELECTED or from SPARE/INC to SELECTED/INC, as applicable.
- e. If the cadet that has withdrawn was selected, but there are no more spares remaining on the Master Selection List, the following measures must be taken:
- (1) For the IACE, PENDING cadets are not authorized. The Reg Air Trg O or is designate must advise D Cds 4-5-2 ASAP and he will re-allocate the available vacancy to another ACL PC/RCSU with remaining spares. For Atl and Pra RCSUs, the available vacancy shall be re-allocated inside the RCSU until all four ACL PCs from that RCSU have no more spares remaining. For the ACL PC/RCSU obtaining this available vacancy, the highest-ranking spare on the Master Selection List is selected and his status is changed from SPARE to SELECTED or from SPARE/INC to SELECTED/INC, as applicable;
- c. Pour la BPA et la BPP, si le cadet qui se désiste a été sélectionné en utilisant l'option de sélection 90/10, la liste de sélection principale de ce cours en particulier doit alors être révisée **immédiatement** afin de vérifier s'il y a un cadet **du même esc sur le même cours** inscrit en tant que substitut. Si oui, le statut du substitut le mieux classé sur la liste de sélection principale du même esc sur le même cours doit être modifié:
- (1) De SUBSTITUT à SÉLECTIONNÉ ou de SUBSTITUT/INC à SÉLECTIONNÉ/INC, selon le cas.
- d. Si le cadet qui se désiste était sélectionné, un contingentement est maintenant disponible pour ce cours et les mesures suivantes doivent être prises:
- (1) Le substitut le mieux classé sur la liste de sélection principale est sélectionné et son statut est modifié de SUBSTITUT à SÉLECTIONNÉ ou de SUBSTITUT/INC à SÉLECTIONNÉ/INC, selon le cas.
- e. Si le cadet qui se désiste était sélectionné, mais il n'y a plus de substituts sur la liste de sélection principale, les mesures suivantes doivent être prises:
- (1) Pour l'EICA, les cadets EN ATTENTE ne sont pas autorisés. L'O Rég Entr (Air) ou son mandataire doit aviser le D Cad 4-5-2 AQP et ce dernier doit réassigner le contingentement disponible à un autre CP LCA/URSC qui dispose encore de substituts. Dans le cas des URSC Atl et Pra, le contingentement disponible doit être réassigné à l'intérieur de l'URSC jusqu'à ce que les quatre CP LCA de l'URSC n'aient plus de substitut. Pour le CP LCA/URSC qui obtient ce contingentement disponible, le substitut le mieux classé sur la liste de sélection principale est sélectionné et son statut est changé de SUBSTITUT à SÉLECTIONNÉ ou de SUBSTITUT/INC à SÉLECTIONNÉ/INC, selon le cas;

- (2) For the PPS and the GPS, pending cadets are not eligible to be selected unless their status has changed to spare. The Master Selection List OPI must advise D Cdts 4-5-2 ASAP and he will then re-allocate the available vacancy to another ACL PC/RCSU with remaining spares. For Atl and Pra RCSUs, the available vacancy shall be re-allocated inside the RCSU until all four ACL PCs from that RCSU have no more spares remaining. For the ACL PC/RCSU obtaining this available vacancy, the highest-ranking spare on the Master Selection List is selected and his status is changed from SPARE to SELECTED or from SPARE/INC to SELECTED/INC, as applicable;
- (3) For the AATC-AO, the AATC-AM and the AASC, if there are pending cadets remaining, the highest-ranking pending cadet on the Master Selection List is selected and his status is changed from PENDING to SELECTED or from PENDING/INC to SELECTED/INC, as applicable; and
- (4) For the OT, PENDING cadets are not authorized. The Master Selection List OPI must advise D Cdts 4-5-2 ASAP and he will re-allocate the available vacancy to another ACL PC/RCSU with remaining spares. For Atl and Pra RCSUs, the available vacancy shall be re-allocated inside the RCSU until all four ACL PCs from that RCSU have no more spares remaining. For the ACL PC/RCSU obtaining this available vacancy, the highest-ranking spare on the Master Selection List is selected and his status is changed from SPARE to SELECTED or from SPARE/INC to SELECTED/INC, as applicable.
- (2) Pour la BPA et la BPP, les cadets en attente ne peuvent pas être sélectionnés à moins que leur statut ait changé à SUBSTITUT. Le BPR de la liste de sélection principale doit aviser le D Cad 4-5-2 AQP et ce dernier doit réassigner le contingentement disponible à un autre CP LCA/URSC qui dispose encore de substituts. Dans le cas des URSC Atl et Pra, le contingentement disponible doit être réassigné à l'intérieur de l'URSC jusqu'à ce que les quatre CP LCA de l'URSC n'aient plus de substitut. Pour le CP LCA/URSC qui obtient ce contingentement disponible, le substitut le mieux classé sur la liste de sélection principale est sélectionné et son statut est changé de SUBSTITUT à SÉLECTIONNÉ ou de SUBSTITUT/INC à SÉLECTIONNÉ/INC, selon le cas;
- (3) Dans le cas du CTAA-OA, du CTAA-EA et du CASA, s'il y a encore des cadets en attente, celui qui est le mieux classé sur la liste de sélection principale est sélectionné et son statut est changé d'EN ATTENTE à SÉLECTIONNÉ ou d'EN ATTENTE/INC à SÉLECTIONNÉ/INC, selon le cas; et
- (4) Pour le VO, les cadets EN ATTENTE ne sont pas autorisés. Le BPR de la liste de sélection principale doit aviser le D Cad 4-5-2 AQP et ce dernier doit réassigner le contingentement disponible à un autre CP LCA/URSC qui dispose encore de substituts. Dans le cas des URSC Atl et Pra, le contingentement disponible doit être réassigné à l'intérieur de l'URSC jusqu'à ce que les quatre CP LCA de l'URSC n'aient plus de substitut. Pour le CP LCA/URSC qui obtient ce contingentement disponible, le substitut le mieux classé sur la liste de sélection principale est sélectionné et son statut est changé de SUBSTITUT à SÉLECTIONNÉ ou de SUBSTITUT/INC à SÉLECTIONNÉ/INC, selon le cas.

- f. If the cadet that has withdrawn was selected, but there are no more spares remaining and there are no more pending cadets remaining on the Master Selection List, the following measures must be taken:
- (1) For the IACE, PENDING cadets are not authorized, follow procedure at 12.e. (1) above;
  - (2) For the PPS and the GPS, pending cadets are not eligible to be selected, follow procedure at 12.e. (2) above;
  - (3) For the AATC-AO, the AATC-AM and the AASC, the Master Selection List OPI must advise D Cdts 4-5-2 ASAP and he will then re-allocate the available vacancy to another ACL PC/RCSU with remaining spares and/or pending cadets. For Atl and Pra RCSUs, the available vacancy shall be re-allocated inside the RCSU until all four ACL PCs from that RCSU have no more spares and no more pending cadets remaining. For the ACL PC/RCSU that receives this available vacancy, the highest-ranking spare or the highest-ranking pending cadet (if there are no more spares remaining) on the Master Selection List is selected and his status is changed from SPARE to SELECTED or from SPARE/INC to SELECTED/INC or from PENDING to SELECTED or from PENDING/INC to SELECTED/INC, as applicable; and
  - (4) For the OT, PENDING cadets are not authorized, follow procedure at 12.e. (4) above.
- g. The replacement of withdrawals process, as indicated above, must be followed every time a cadet withdraws. This means that if a cadet withdraws, the highest-ranking spare or the highest-ranking pending cadet on the Master Selection List must be selected, IAW the
- f. Si le cadet qui se désiste était sélectionné, mais il n'y a plus de substituts ni de cadets en attente sur la liste de sélection principale, les mesures suivantes doivent être prises:
- (1) Pour l'EICA, les cadets EN ATTENTE ne sont pas autorisés, suivre la procédure au 12. e. (1) ci-dessus;
  - (2) Pour la BPA et la BPP, les cadets en attente ne peuvent pas être sélectionnés, suivre la procédure au 12. e. (2) ci-dessus;
  - (3) Dans le cas du CTAA-OA, du CTAA-EA et du CASA, le BPR de la liste de sélection principale doit aviser le D Cad 4-5-2 AQP et ce dernier doit réassigner le contingentement disponible à un autre CP LCA/URSC qui dispose encore de substituts et/ou de cadets en attente. Dans le cas des URSC Atl et Pra, le contingentement disponible doit être réassigné à l'intérieur de l'URSC jusqu'à ce que les quatre CP LCA de l'URSC n'aient plus de substituts ni de cadets en attente. Pour le CP LCA/URSC qui obtient ce contingentement disponible, le substitut le mieux classé ou le cadet en attente qui est le mieux classé (s'il n'y a plus de substitut) sur la liste de sélection principale est sélectionné et son statut est changé de SUBSTITUT à SÉLECTIONNÉ ou de SUBSTITUT/INC à SÉLECTIONNÉ/INC ou d'EN ATTENTE à SÉLECTIONNÉ ou d'EN ATTENTE/INC à SÉLECTIONNÉ/INC, selon le cas; et
  - (4) Pour le VO, les cadets EN ATTENTE ne sont pas autorisés, suivre la procédure au 12. e. (4) ci-dessus.
- g. Le processus de remplacement en cas de désistement qui est décrit ci-dessus doit être suivi chaque fois qu'un cadet se désiste. Cela signifie qu'en cas de désistement, il faut sélectionner le substitut ou le cadet en attente le mieux classé sur la liste de sélection principale qui, conformément au

replacement of withdrawals process. A cadet cannot be passed over for reasons such as: cadet could not be reached, etc. Of course, in the last two weeks before the beginning of a course, we cannot wait forever for an answer from a cadet who would be selected to replace a withdrawing cadet. The Master Selection List OPI must use common sense when making the replacement; the intent is not to have any unfilled vacancies on the course.

- h. If a cadet is next in line to be selected IAW the replacement of withdrawals process and he is not selected, the reason for him not being selected (e.g. cadet John Smith is no longer available for the course or John Smith is no longer a cadet, etc) must be included when communicating the Notification of Change to the selection list.
- i. You will find at Annex D the Replacement of Withdrawals Process Flowchart.

### **13. ANNOUNCEMENTS TO REPLACEMENT CADETS**

- a. Cadets who are selected following the replacement of withdrawals process must be advised ASAP that they have been selected for a National Summer Training Course. To this end, the sqn CO and the ACL SC Chair shall communicate with each other as soon as one of them receive this announcement from their own chain of command and they will then choose an appropriate time to make the announcement jointly to the selected cadet IAW the sqn training schedule. The selected cadet must be advised ASAP and **NLT 1 week** after the sqn CO or ACL SC Chair receives the announcement that the cadet has been selected.

processus de remplacement établi, est le prochain candidat à être sélectionné. On ne peut pas omettre de le sélectionner un cadet pour n'importe quelle raison, p. ex. sous prétexte qu'on ne parvient pas à le joindre. Bien sûr, dans les deux dernières semaines avant le début d'un cours, on ne peut pas attendre éternellement la réponse d'un cadet qui serait sélectionné pour en remplacer un autre qui se désiste. Le BPR chargé d'effectuer le remplacement doit faire preuve de bon sens, le but visé étant de ne pas perdre un contingentement disponible dans un cours.

- h. Si le cadet est le prochain candidat qui doit être sélectionné, conformément au processus de remplacement établi, et qu'il n'est pas sélectionné, la raison pour laquelle il ne l'est pas (p. ex. le cadet Jean Tremblay n'est pas disponible pour participer au cours ou Jean Tremblay a quitté les cadets, etc.) doit être indiquée lorsque l'avis de changement à la liste de sélection est transmis.
- i. L'organigramme du processus de remplacement en cas de désistement se trouve à l'annexe D.

### **13. AVIS AUX CADETS DE REMPLACEMENT**

- a. Les cadets doivent être avisés AQP qu'ils ont été sélectionnés à la suite d'un désistement pour un cours d'instruction d'été national. À cette fin, le cmdt esc et le Prés CR LCA doivent communiquer l'un avec l'autre aussitôt que l'un d'eux reçoit cet avis de sa propre voie hiérarchique. Ils choisissent ensuite un moment opportun pour aviser conjointement le cadet dont la sélection est confirmée, en fonction du calendrier d'instruction de l'esc. Le cadet dont la sélection est confirmée doit être avisé AQP et **APT une semaine** après que le cmdt esc ou le Prés CR LCA ont été informés que le cadet a été sélectionné.

**14. KEEPING SELECTION LISTS UP TO DATE**

- a. It is very important that Master and Initial Selection Lists be kept up to date by Master Selection Lists OPIs, as they are the ones receiving missing documents and replacing cadets.

**15. COMMUNICATION OF CHANGES TO INITIAL SELECTION LISTS**

- a. It is very important that all changes to Initial Selection Lists be communicated ASAP to all concerned. Master Selection Lists OPIs must use documents at Annexes E, F and G, entitled Notification of Changes, to communicate all changes as they occur.
- b. D Cdts 4-5-2 must forward all changes to IACE Initial Selection Lists to ACL HQ, ACL PCs and Reg Air Trg Os as soon as they are completed. Once received, these changes must be forwarded immediately; from ACL PCs to ACL SC Chair and also from Reg Air Trg Os or their designates to Det ACOs and then to sqn COs. ACL PCs, Reg Air Trg Os, ACL SC Chair, Det ACOs and sqn COs shall receive information for sqns under their responsibility only.
- c. Master Selection Lists OPIs for all courses except IACE must forward all changes to Initial Selection Lists to D Cdts 4-5-2, ACL HQ, ACL PCs and Det ACOs as soon as they are completed. In addition, Master Selection Lists OPIs must forward all changes to Initial Selection Lists for the PPS and the GPS to D Cdts 4-6 and their RCA Ops O. Once received, these changes must be forwarded immediately; from ACL PCs to

**14. TENUE À JOUR DES LISTES DE SÉLECTION**

- a. Il est très important que les listes de sélection principales et initiales soient tenues à jour par les BPR des listes de sélection principales, ce sont eux qui reçoivent les documents manquants et qui remplacent les cadets qui se désistent.

**15. COMMUNICATION DES CHANGEMENTS AUX LISTES DE SÉLECTION INITIALES**

- a. Il est très important que tous les changements apportés aux listes de sélection initiales soient transmis AQP à tous les intéressés. Les BPR des listes de sélection principales doivent utiliser les documents aux annexes E, F et G, intitulés Avis de changement, pour transmettre tous les changements au fur et à mesure qu'ils sont apportés.
- b. D Cad 4-5-2 doit transmettre tous les changements aux listes de sélection initiales pour l'EICA au SN LCA, aux CP LCA et aux O Rég Entr (Air) AQP une fois complétés. Une fois reçus, ces changements doivent être transmis immédiatement; des CP LCA aux Prés CR LCA et également des O Rég Entr (Air) ou leurs mandataires aux OCS Dét qui les feront suivre aux cmdts d'escs. Les CP LCA, les O Rég Entr (Air), les Prés CR LCA, les OCS Dét et les cmdts escs recevront l'information concernant les escs sous leur responsabilité seulement.
- c. Les BPR des listes de sélection principales pour tous les cours sauf l'EICA doivent transmettre tous les changements aux listes de sélection initiales au D Cad 4-5-2, au SN LCA, aux CP LCA et aux OCS Dét AQP une fois complétés. De plus, les BPR des listes de sélection principales doivent transmettre tous les changements aux listes de sélection initiales pour la BPA et la BPP au D Cad 4-6 et à l'OR Ops AC. Une fois reçus, ces changements doivent être



ACL SC Chair and also from Det ACOs to sqn COs. ACL PCs, ACL SC Chair, RCA Ops Os, Det ACOs and sqn COs shall receive information for sqns under their responsibility only.

- d. Members of the ACL who must receive all Notification of Changes to the Initial Selection Lists are found at Annex H entitled, 2012 ACL PCs Contact List.

#### **16. COMMUNICATION OF CHANGES TO MASTER SELECTION LISTS**

- a. It is very important that all changes to Master Selection Lists be communicated ASAP to all concerned. Master Selection Lists OPIs must use documents at Annexes E, F and G, entitled Notification of Changes, to communicate all changes as they occur.
- b. D Cdts 4-5-2 must forward all changes to the IACE Master Selection Lists to ACL HQ and Reg Air Trg Os as soon as they are completed. Reg Air Trg Os shall receive information for sqns under their responsibility only.
- c. Master Selection Lists OPIs for all courses except IACE must forward all changes to Master Selection Lists to D Cdts 4-5-2 and ACL HQ as soon as they are completed. In addition, Master Selection Lists OPIs must forward all changes to Master Selection Lists for the PPS and the GPS to D Cdts 4-6 and their RCA Ops O. RCA Ops Os shall receive information for sqns under their responsibility only.

transmis immédiatement; des CP LCA aux Prés CR LCA et également des OCS Dét aux cmdts d'escs. Les CP LCA, les Prés CR LCA, les OR Ops AC, les OCS Dét et les cmdts escs recevront l'information concernant les escs sous leur responsabilité seulement.

- d. Les membres de la LCA qui doivent recevoir tous les avis de changement aux listes de sélection initiales se retrouvent l'annexe H intitulée, Liste des personnes-ressources des CP LCA 2012.

#### **16. COMMUNICATION DES CHANGEMENTS AUX LISTES DE SÉLECTION PRINCIPALES**

- a. Il est très important que tous les changements apportés aux listes de sélection principales soient transmis AQP à tous les intéressés. Les BPR des listes de sélection principales doivent utiliser les documents aux annexes E, F et G, intitulés Avis de changement, pour transmettre tous les changements au fur et à mesure qu'ils sont apportés.
- b. D Cad 4-5-2 doit transmettre tous les changements aux listes de sélection principales pour l'EICA au SN LCA et aux O Rég Entr (Air) AQP une fois complétés. Les O Rég Entr (Air) recevront l'information concernant les escs sous leur responsabilité seulement.
- c. Les BPR des listes de sélection principales pour tous les cours sauf l'EICA doivent transmettre tous les changements aux listes de sélection principales au D Cad 4-5-2 et au SN LCA AQP une fois complétés. De plus, les BPR des listes de sélection principales doivent transmettre tous les changements aux listes de sélection principales pour la BPA et la BPP au D Cad 4-6 et à leur OR Ops AC. Les OR Ops AC recevront l'information concernant les escs sous leur responsabilité seulement.

## **17. NATIONAL SELECTION COMMITTEE**

- a. The National Selection Committee is composed of D Cdts and ACL HQ staff.
- b. ACL PCs/RCSUs do not have the authority to change the status of a cadet who has been DELETED. However, an ACL PC/RCSU may, for valid reasons, submit a joint request for a DELETED cadet to be re-instated as a spare or pending cadet. Such a request must be forwarded with justifications to D Cdts 4-5. The National Selection Committee will then review the request and a final decision will be forwarded back to the ACL PC/RCSU.
- c. Any issue concerning National Summer Training Courses that cannot be resolved between the ACL PC and the RCSU shall be forwarded with comments to D Cdts 4-5 and/or to ACL HQ. The National Selection Committee will then review the issue and a final decision will be forwarded back to the ACL PC/RCSU.

## **17. COMITÉ DE SÉLECTION NATIONAL**

- a. Le comité de sélection national est composé de personnel de la D Cad et du SN LCA.
- b. Les CP LCA/URSC n'ont pas l'autorité de modifier le statut d'un cadet qui a été RAYÉ DE LA LISTE. Cependant, un CP LCA/URSC peut, pour des raisons valables, présenter une demande conjointe afin qu'un cadet RAYÉ DE LA LISTE regagne le statut de substitut ou cadet en attente. Une telle demande doit être envoyée avec justifications au D Cad 4-5. Le comité de sélection national examinera la demande et par la suite une décision finale sera transmise au CP LCA/URSC.
- c. Toute situation au sujet du processus de sélection des cours d'instruction d'été nationaux qui ne peut être résolue entre le CP LCA et l'URSC doit être envoyée avec explications au D Cad 4-5 et/ou au SN LCA. Le comité de sélection national examinera la demande et par la suite une décision finale sera transmise au CP LCA/URSC.

**18. QUESTIONS/ADDITIONAL INFORMATION**

- a. Any questions or request for additional information concerning the 2012 National Summer Training Courses Selection Process must be addressed to the undersigned.

**18. QUESTIONS/RENSEIGNEMENTS SUPPLÉMENTAIRES**

- a. Toute question ou demande de renseignements supplémentaires au sujet du processus de sélection des cours d'instruction d'été nationaux 2012 doit être adressée au soussigné.

Coordonnateur national des cadets de l'Air (D Cad 4-5)



Maj P. Giroux  
National Air Cadet Coordinator (D Cdts 4-5)

Annex A	2012 Courses Prerequisites	Annexe A	Critères d'admissibilité aux cours 2012
Annex B	Selection Lists - Terminology	Annexe B	Listes de sélection - Terminologie
Annex C	2012 Master Selection Lists OPIs	Annexe C	BPR des listes de sélection principales 2012
Annex D	Replacement of Withdrawals Process Flowchart	Annexe D	Organigramme du processus de remplacement en cas de désistement
Annex E	Notification of Change - Example 1	Annexe E	Avis de changement - Exemple 1
Annex F	Notification of Change - Example 2	Annexe F	Avis de changement - Exemple 2
Annex G	Notification of Change - Example 3	Annexe G	Avis de changement - Exemple 3
Annex H	2012 ACL PCs Contact List	Annexe H	Liste des personnes-ressources des CP LCA 2012

**Annex A  
Air Cadets  
2012 National Summer Training Courses  
Selection Process**

**Annexe A  
Cadets de l'Air  
Cours d'instruction d'été nationaux 2012  
Processus de sélection**

**2012 COURSES PREREQUISITES**

**CRITÈRES D'ADMISSIBILITÉ AUX  
COURS 2012**

Revised 10 August 2011

Révisé le 10 août 2011

**INTERNATIONAL AIR CADET  
EXCHANGE**

**ÉCHANGE INTERNATIONAL DES  
CADETS DE L'AIR**

Maximum number of candidates: one per sqn

Nombre maximum de candidats: un par esc

**Prerequisite 1 (mandatory)**

**Critère d'admissibilité 1 (obligatoire)**

Age	Minimum 17 by 1 August of the year of the exchange and not be 19 <b>before the end of the last exchange</b>  Born between 3 Aug 93 and 1 Aug 95	Âge	Minimum 17 ans au 1 <sup>er</sup> août de l'année où l'échange a lieu sans avoir atteint 19 ans <b>avant la fin du dernier échange</b>  Être né entre le 3 août 93 et le 1 <sup>er</sup> août 95
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**Prerequisite 2**

**Critère d'admissibilité 2**

Enrolment date and	NLT 31 Jan 08 If joined at age 14+, NLT 31 Oct 08	Date d'inscription et	APT le 31 jan 08 Si inscrit à 14 ans et +, APT le 31 oct 08
Squadron Program	Currently undergoing Level 5 or completed	Programme des escadrons	Niveau 5 en cours ou complété

## POWER PILOT SCHOLARSHIP

Maximum number of candidates: the maximum number of candidates **per sqn** who may be **selected** is based on the Registered Cadets Monthly Average (RCMA) as indicated in the table hereunder. ACL PCs/RCSUs may permit one additional candidate per sqn to submit an application. In this case, if all candidates from that same sqn meet the minimum standard of 60% at the Provincial Selection Boards, the candidate with the lowest total score on the Merit List is over the maximum number of cadets per sqn who may be selected for each of these scholarships and he shall be listed as PENDING. This additional candidate shall not be eligible for selection unless a cadet from his own sqn applying for the same scholarship withdraws.

## BOURSE DE PILOTE D'AVION

Nombre maximum de candidats: le nombre maximum de candidats **par esc** qui peuvent être **sélectionnés** est basé sur la moyenne mensuelle des cadets inscrits (MMCI) tel qu'indiqué dans le tableau ci-dessous. Les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Dans ce cas, si tous les candidats du même esc satisfont à la note de passage minimum de 60 % aux comités de sélection provinciaux, le candidat dont le rang est le moins élevé sur la liste par ordre de mérite est au-dessus du nombre maximum de cadets par esc pouvant être sélectionné afin de participer à chacune de ces bourses et il sera inscrit comme étant EN ATTENTE. Ce candidat additionnel ne sera pas admissible à la sélection sauf si un cadet de son esc inscrit à la même bourse se désiste.

<b>RCMA</b>	Maximum number of cadets <b>per sqn</b> who may be <b>selected</b> *	<b>MMCI</b>	Nombre maximum de cadets <b>par esc</b> pouvant être <b>sélectionnés</b> *
80 or less	2	80 ou moins	2
81 – 120	3	81 – 120	3
121 – 160	4	121 – 160	4
161 or more	5	161 et plus	5

\* See Appendix 1 for maximum number of cadets **per sqn** who may be **selected** in 2012.

\* Voir appendice 1 pour le nombre maximum de cadets **par esc** pouvant être **sélectionnés** en 2012.

### Prerequisite 1 (**mandatory**)

### Critère d'admissibilité 1 (**obligatoire**)

CF Qualifying Exam	Must successfully complete the exam ( <b>50% or greater</b> )	Examen d'admission des FC	Doit compléter avec succès l'examen ( <b>50% et plus</b> )
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### Prerequisite 2 (**mandatory**)

### Critère d'admissibilité 2 (**obligatoire**)

Transport Canada requirement	Medical Certificate Cat 3 Copy to RCA Ops O NLT 1 Jun 12	Exigence de Transports Canada	Certificat médical Cat 3 Copie à l'OR Ops AC APT le 1 <sup>er</sup> juin 12
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Prerequisite 3 (**mandatory**)Critère d'admissibilité 3 (**obligatoire**)

Age	Minimum 17 by September 1 <sup>st</sup> of the year the course is taken and not be 19 before the end of the course, born between:  13 Aug 93 and 1 Sep 95 <b>(if trained in East Reg)</b> 19 Aug 93 and 1 Sep 95 <b>(if trained in Atl, Cen, Pra or Pac Reg)</b>	Âge	Minimum 17 ans au 1 <sup>er</sup> septembre de l'année où le cours est suivi sans avoir atteint 19 ans avant la fin du cours, être né entre le:  13 août 93 et le 1 <sup>er</sup> sep 95 <b>(si cours suivi rég Est)</b> 19 août 93 et le 1 <sup>er</sup> sep 95 <b>(si cours suivi rég Atl, Cen, Pra ou Pac)</b>
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## Prerequisite 4

## Critère d'admissibilité 4

Enrolment date and	NLT 31 Jan 09 If joined at age 14+, NLT 31 Oct 09	Date d'inscription et	APT le 31 jan 09 Si inscrit à 14 ans et +, APT le 31 oct 09
Squadron Program	Undergoing Level 4 or completed	Programme des escadrons	Niveau 4 en cours ou complété

## Prerequisite 5

## Critère d'admissibilité 5

Education requirement	Completed Grade 10 or equivalent (Secondary 4 for Quebec and Senior 2 for Manitoba) by nomination deadline	Exigence de scolarité	Complété le secondaire IV au Québec ou l'équivalent (Senior 2 au Manitoba et 10 <sup>e</sup> année ailleurs au Canada) à la date limite des mises en candidature
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## GLIDER PILOT SCHOLARSHIP

Maximum number of candidates: the maximum number of candidates **per sqn** who may be **selected** is based on the Registered Cadets Monthly Average (RCMA) as indicated in the table hereunder. ACL PCs/RCSUs may permit one additional candidate per sqn to submit an application. In this case, if all candidates from that same sqn meet the minimum standard of 60% at the Provincial Selection Boards, the candidate with the lowest total score on the Merit List is over the maximum number of cadets per sqn who may be selected for each of these scholarships and he shall be listed as PENDING. This additional candidate shall not be eligible for selection unless a cadet from his own sqn applying for the same scholarship withdraws.

## BOURSE DE PILOTE DE PLANEUR

Nombre maximum de candidats: le nombre maximum de candidats **par esc** qui peuvent être **sélectionnés** est basé sur la moyenne mensuelle des cadets inscrits (MMCI) tel qu'indiqué dans le tableau ci-dessous. Les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Dans ce cas, si tous les candidats du même esc satisfont à la note de passage minimum de 60 % aux comités de sélection provinciaux, le candidat dont le rang est le moins élevé sur la liste par ordre de mérite est au-dessus du nombre maximum de cadets par esc pouvant être sélectionné afin de participer à chacune de ces bourses et il sera inscrit comme étant EN ATTENTE. Ce candidat additionnel ne sera pas admissible à la sélection sauf si un cadet de son esc inscrit à la même bourse se désiste.

<b>RCMA</b>	Maximum number of cadets <b>per sqn</b> who may be <b>selected</b> *	<b>MMCI</b>	Nombre maximum de cadets <b>par esc</b> pouvant être <b>sélectionnés</b> *
80 or less	2	80 ou moins	2
81 – 120	3	81 – 120	3
121 – 160	4	121 – 160	4
161 or more	5	161 et plus	5

\* See Appendix 1 for maximum number of cadets **per sqn** who may be **selected** in 2012.

\* Voir appendice 1 pour le nombre maximum de cadets **par esc** pouvant être **sélectionnés** en 2012.

### Prerequisite 1 (**mandatory**)

### Critère d'admissibilité 1 (**obligatoire**)

CF qualifying exam	Must successfully complete the exam ( <b>50% or greater</b> )	Examen d'admission des FC	Doit compléter avec succès l'examen ( <b>50% et plus</b> )
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### Prerequisite 2 (**mandatory**)

### Critère d'admissibilité 2 (**obligatoire**)

Transport Canada requirement	Medical Certificate Cat 3 Copy to RCA Ops O NLT 1 Jun 12	Exigence de Transports Canada	Certificat médical Cat 3 Copie à l'OR Ops AC APT le 1 <sup>er</sup> juin 12
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Prerequisite 3 (**mandatory**)

Critère d'admissibilité 3 (**obligatoire**)

Age	<p>Minimum 16 by September 1<sup>st</sup> of the year the course is taken and not be 19 before the end of the course, born between:</p> <p>13 Aug 93 and 1 Sep 96 <b>(if trained in East Reg)</b> 19 Aug 93 and 1 Sep 96 <b>(if trained in Atl, Cen, Pra or Pac Reg)</b></p>	Âge	<p>Minimum 16 ans au 1<sup>er</sup> septembre de l'année où le cours est suivi sans avoir atteint 19 ans avant la fin du cours, être né entre le:</p> <p>13 août 93 et le 1<sup>er</sup> sep 96 <b>(si cours suivi rég Est)</b> 19 août 93 et le 1<sup>er</sup> sep 96 <b>(si cours suivi rég Atl, Cen, Pra ou Pac)</b></p>
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Prerequisite 4 (**mandatory**)

Critère d'admissibilité 4 (**obligatoire**)

Physical Limitations – Glider*	<p><b>Height:</b> minimum 152.4 cm (no shoes/boots, socks only), maximum 190.5 cm <b>Weight:</b> minimum 40.82 kg, maximum 90.72kg <b>Person's size:</b> must be such that one can sit, comfortably positioned, with good visibility in all directions as well as being able to reach the controls for full movement</p>	Limites physiques – Planeur*	<p><b>Taille:</b> minimum 152.4 cm (pas de souliers/bottes, bas seulement), maximum 190.5 cm <b>Poids:</b> minimum 40.82 kg, maximum 90.72kg <b>Physionomie de la personne:</b> doit être telle qu'elle puisse s'asseoir, positionnée confortablement, avoir une bonne visibilité dans toutes les directions, être en mesure d'atteindre les commandes et de les manier librement</p>
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\* To ensure that candidates meet the weight limitations, they will be weighed during the Provincial Selection Boards process. Those found to be over/under weight limitations and subsequently selected will be given until 1 June of the year of the course to meet the required weight. Should they not meet the limitations at that time, they will be deleted from the selected list. All candidates will be weighed again at the start of the course and if they do not meet the limitations at that time, they will be subject to RTU action.

\* Pour s'assurer que les candidats respectent les limites de poids, ils seront pesés au cours du processus des comités de sélection provinciaux. Ceux dont le poids est au-dessus/au-dessous des limites et qui sont par la suite sélectionnés auront jusqu'au 1<sup>er</sup> juin de l'année du cours afin d'atteindre le poids exigé. S'ils n'ont pas réussi à l'atteindre à cette date, leurs noms seront rayés de la liste de sélection. Tous les candidats seront pesés de nouveau au début du cours et s'ils ne respectent pas les limites à ce moment, ils feront l'objet d'un RAU.

Prerequisite 5

Critère d'admissibilité 5

Enrolment date and	<p>NLT 31 Jan 10 If joined at age 14+, NLT 31 Oct 10</p>	Date d'inscription et	<p>APT le 31 jan 10 Si inscrit à 14 ans et +, APT le 31 oct 10</p>
Squadron Program	Undergoing Level 3 or completed	Programme des escadrons	Niveau 3 en cours ou complété

Prerequisite 6

Critère d'admissibilité 6

Education requirement	<p>Completed Grade 9 or equivalent (Secondary 3 for Quebec and Senior 1 for Manitoba) by nomination deadline</p>	Exigence de scolarité	<p>Complété le secondaire III au Québec ou l'équivalent (Senior 1 au Manitoba et 9<sup>e</sup> année ailleurs au Canada) à la date limite des mises en candidature</p>
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**ADVANCED AVIATION TECHNOLOGY  
COURSE - AIRPORT OPERATIONS**

**COURS DE TECHNOLOGIE AVANCÉE  
DE L'AVIATION - OPÉRATIONS D'UN  
AÉROPORT**

Maximum number of candidates: one per sqn. ACL PCs/RCSUs may permit one additional candidate per sqn to submit an application. In this case, if both candidates from that same sqn meet the minimum standard of 60% at the Provincial Selection Boards, the candidate with the lowest total score on the Merit List shall be listed as PENDING.

Nombre maximum de candidats: un par esc. Les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Dans ce cas, si les deux candidats du même esc satisfont à la note de passage minimum de 60 % aux comités de sélection provinciaux, le candidat dont le rang est le moins élevé sur la liste par ordre de mérite sera inscrit comme étant EN ATTENTE.

**Prerequisite 1 (mandatory)**

**Critère d'admissibilité 1 (obligatoire)**

Age	Not be 19 before the end of the course  Born on 19 Aug 93 or after	Âge	Ne pas avoir atteint 19 ans avant la fin du cours  Être né le 19 août 93 ou après
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**Prerequisite 2**

**Critère d'admissibilité 2**

Enrolment date and	NLT 31 Jan 10 If joined at age 14+, NLT 31 Oct 10	Date d'inscription et	APT le 31 jan 10 Si inscrit à 14 ans et +, APT le 31 oct 10
Squadron Program	Undergoing Level 3 or completed	Programme des escadrons	Niveau 3 en cours ou complété

**ADVANCED AVIATION TECHNOLOGY  
COURSE - AIRCRAFT MAINTENANCE**

**COURS DE TECHNOLOGIE AVANCÉE DE  
L'AVIATION – ENTRETIEN D'AÉRONEF**

Maximum number of candidates: one per sqn. ACL PCs/RCSUs may permit one additional candidate per sqn to submit an application. In this case, if both candidates from that same sqn meet the minimum standard of 60% at the Provincial Selection Boards, the candidate with the lowest total score on the Merit List shall be listed as PENDING.

Nombre maximum de candidats: un par esc. Les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Dans ce cas, si les deux candidats du même esc satisfont à la note de passage minimum de 60 % aux comités de sélection provinciaux, le candidat dont le rang est le moins élevé sur la liste par ordre de mérite sera inscrit comme étant EN ATTENTE.

**Prerequisite 1 (mandatory)**

**Critère d'admissibilité 1 (obligatoire)**

Age	Not be 19 before the end of the course  Born on 19 Aug 93 or after	Âge	Ne pas avoir atteint 19 ans avant la fin du cours  Être né le 19 août 93 ou après
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**Prerequisite 2**

**Critère d'admissibilité 2**

Enrolment date and	NLT 31 Jan 10 If joined at age 14+, NLT 31 Oct 10	Date d'inscription et	APT le 31 jan 10 Si inscrit à 14 ans et +, APT le 31 oct 10
Squadron Program	Undergoing Level 3 or completed	Programme des escadrons	Niveau 3 en cours ou complété

## ADVANCED AEROSPACE COURSE

Maximum number of candidates: one per sqn. ACL PCs/RCSUs may permit one additional candidate per sqn to submit an application. In this case, if both candidates from that same sqn meet the minimum standard of 60% at the Provincial Selection Boards, the candidate with the lowest total score on the Merit List shall be listed as PENDING.

## COURS D'AÉROSPATIALE AVANCÉE

Nombre maximum de candidats: un par esc. Les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Dans ce cas, si les deux candidats du même esc satisfont à la note de passage minimum de 60 % aux comités de sélection provinciaux, le candidat dont le rang est le moins élevé sur la liste par ordre de mérite sera inscrit comme étant EN ATTENTE.

### Prerequisite 1 (**mandatory**)

Age	Not be 19 before the end of the course Born on 13 Aug 93 or after	Âge	Ne pas avoir atteint 19 ans avant la fin du cours Être né le 13 août 93 ou après
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### Critère d'admissibilité 1 (**obligatoire**)

### Prerequisite 2

Enrolment date and	NLT 31 Jan 10 If joined at age 14+, NLT 31 Oct 10	Date d'inscription et	APT le 31 jan 10 Si inscrit à 14 ans et +, APT le 31 oct 10
Squadron Program	Undergoing Level 3 or completed	Programme des escadrons	Niveau 3 en cours ou complété

### Critère d'admissibilité 2

**OSHKOSH TRIP****VOYAGE À OSHKOSH**

Maximum number of candidates: one per sqn

Nombre maximum de candidats: un par esc

**Prerequisite 1 (mandatory)****Critère d'admissibilité 1 (obligatoire)**

Age	Not be 19 before the end of the course Born on 2 Aug 93 or after	Âge	Ne pas avoir atteint 19 ans avant la fin du cours Être né le 2 août 93 ou après
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**Prerequisite 2****Critère d'admissibilité 2**

Enrolment date and	NLT 31 Jan 10 If joined at age 14+, NLT 31 Oct 10	Date d'inscription et	APT le 31 jan 10 Si inscrit à 14 ans et +, APT le 31 oct 10
Squadron Program	Undergoing Level 3 or completed	Programme des escadrons	Niveau 3 en cours ou complété

Appendix 1 Maximum number of cadets per sqn who may be selected in 2012 – PPS and GPS

Appendice 1 Nombre maximum de cadets par esc pouvant être sélectionné en 2012 – BPA et BPP

**Appendix 1  
to Annex A  
Air Cadets  
2012 National Summer Training Courses  
Selection Process**

**Revised 10 August 2011**

**Appendice 1  
à l'Annexe A  
Cadets de l'Air  
Cours d'instruction d'été nationaux 2012  
Processus de sélection**

**Révisé le 10 août 2011**

**MAXIMUM NUMBER OF CADETS PER SQUADRON WHO MAY BE SELECTED IN 2012  
NOMBRE MAXIMUM DE CADETS PAR ESCADRON POUVANT ÊTRE SÉLECTIONNÉ EN 2012**

**\* Registered Cadets Monthly Average (RCMA) for FY 10-11 (July and August excluded) from Fortress**

**\* Moyenne Mensuelle des Cadets Inscrits (MMCI) pour l'AF 10-11 (juillet et août exclus) de Forteresse**

<b>Region/Région: Atlantic/Atlantique</b>				
<b>Provincial Committee/Comité Provincial: Newfoundland/Terre-Neuve</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7647	<b>125</b>	29	2	2
7501	<b>508</b>	31	2	2
7502	<b>510</b>	27	2	2
7505	<b>511</b>	30	2	2
7506	<b>512</b>	23	2	2
7503	<b>514</b>	39	2	2
7504	<b>515</b>	17	2	2
7507	<b>537</b>	50	2	2
7508	<b>567</b>	44	2	2
7509	<b>589</b>	26	2	2
7510	<b>617</b>	64	2	2
7511	<b>708</b>	30	2	2
7577	<b>764</b>	41	2	2
7580	<b>774</b>	23	2	2
7586	<b>780</b>	30	2	2
7278	<b>807</b>	31	2	2
7391	<b>837</b>	38	2	2
7395	<b>840</b>	26	2	2
7397	<b>842</b>	39	2	2
7419	<b>857</b>	21	2	2
3991	<b>905</b>	47	2	2
<b>21 Squadrons - Total</b>		<b>706</b>	<b>42</b>	<b>42</b>

<b>Region/Région: Atlantic/Atlantique</b>				
<b>Provincial Committee/Comité Provincial: Prince Edward Island/Île-du-Prince-Édouard</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7564	<b>53</b>	37	2	2
7565	<b>60</b>	49	2	2
7094	<b>327</b>	42	2	2
7572	<b>641</b>	33	2	2
<b>4 Squadrons - Total</b>		<b>161</b>	<b>8</b>	<b>8</b>

**Appendix 1  
to Annex A  
Air Cadets  
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**Revised 10 August 2011**

**Appendice 1  
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Cadets de l'Air  
Cours d'instruction d'été nationaux 2012  
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**Révisé le 10 août 2011**

**MAXIMUM NUMBER OF CADETS PER SQUADRON WHO MAY BE SELECTED IN 2012  
NOMBRE MAXIMUM DE CADETS PAR ESCADRON POUVANT ÊTRE SÉLECTIONNÉ EN 2012**

\* Registered Cadets Monthly Average (RCMA) for FY 10-11 (July and August excluded) from Fortress

\* Moyenne Mensuelle des Cadets Inscrits (MMCI) pour l'AF 10-11 (juillet et août exclus) de Forteresse

<b>Region/Région: Atlantic/Atlantique</b>				
<b>Provincial Committee/Comité Provincial: Nova Scotia/Nouvelle-Écosse</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7518	18	124	4	4
7560	29	155	4	4
7563	45	46	2	2
7519	77	22	2	2
7537	106	30	2	2
7528	154	38	2	2
6600	250	39	2	2
7515	292	45	2	2
7538	299	23	2	2
7520	342	73	2	2
7521	374	28	2	2
7522	397	22	2	2
7539	507	63	2	2
7540	517	134	4	4
7516	529	33	2	2
7542	545	48	2	2
7566	562	39	2	2
7524	569	19	2	2
7567	587	50	2	2
7568	591	31	2	2
6285	596	23	2	2
7569	602	19	2	2
7517	615	36	2	2
7622	652	48	2	2
7629	689	38	2	2
7561	693	20	2	2
7574	719	42	2	2
7545	738	25	2	2
7295	824	23	2	2
7557	865	42	2	2
7214	875	16	2	2
<b>31 Squadrons - Total</b>		<b>1394</b>	<b>68</b>	<b>68</b>

**Appendix 1  
to Annex A  
Air Cadets  
2012 National Summer Training Courses  
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**Revised 10 August 2011**

**Appendice 1  
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**Révisé le 10 août 2011**

**MAXIMUM NUMBER OF CADETS PER SQUADRON WHO MAY BE SELECTED IN 2012  
NOMBRE MAXIMUM DE CADETS PAR ESCADRON POUVANT ÊTRE SÉLECTIONNÉ EN 2012**

\* Registered Cadets Monthly Average (RCMA) for FY 10-11 (July and August excluded) from Fortress

\* Moyenne Mensuelle des Cadets Inscrits (MMCI) pour l'AF 10-11 (juillet et août exclus) de Forteresse

<b>Region/Région: Atlantic/Atlantique</b>				
<b>Provincial Committee/Comité Provincial: New Brunswick/Nouveau-Brunswick</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7527	<b>101</b>	61	2	2
7529	<b>161</b>	39	2	2
7547	<b>313</b>	18	2	2
7548	<b>314</b>	27	2	2
7549	<b>315</b>	30	2	2
7550	<b>333</b>	57	2	2
7625	<b>334</b>	32	2	2
7551	<b>349</b>	22	2	2
7530	<b>527</b>	52	2	2
7531	<b>580</b>	40	2	2
6452	<b>594</b>	25	2	2
7532	<b>639</b>	22	2	2
7555	<b>640</b>	30	2	2
7533	<b>650</b>	79	2	2
7090	<b>679</b>	11	2	2
7535	<b>681</b>	20	2	2
7576	<b>763</b>	47	2	2
7582	<b>773</b>	39	2	2
7487	<b>791</b>	35	2	2
7669	<b>816</b>	27	2	2
7390	<b>836</b>	16	2	2
7494	<b>855</b>	18	2	2
7114	<b>866</b>	33	2	2
7594	<b>877</b>	41	2	2
<b>24 Squadrons - Total</b>		<b>821</b>	<b>48</b>	<b>48</b>

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**Révisé le 10 août 2011**

**MAXIMUM NUMBER OF CADETS PER SQUADRON WHO MAY BE SELECTED IN 2012  
NOMBRE MAXIMUM DE CADETS PAR ESCADRON POUVANT ÊTRE SÉLECTIONNÉ EN 2012**

**\* Registered Cadets Monthly Average (RCMA) for FY 10-11 (July and August excluded) from Fortress**

**\* Moyenne Mensuelle des Cadets Inscrits (MMCI) pour l'AF 10-11 (juillet et août exclus) de Forteresse**

<b>Region/Région: Eastern/Est</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7416	<b>1</b>	50	2	2
7402	<b>4</b>	51	2	2
6417	<b>5</b>	63	2	2
7417	<b>14</b>	33	2	2
7451	<b>51</b>	132	4	4
7469	<b>67</b>	69	2	2
7668	<b>92</b>	22	2	2
7420	<b>96</b>	73	2	2
7454	<b>211</b>	79	2	2
7421	<b>226</b>	43	2	2
7643	<b>282</b>	28	2	2
7422	<b>350</b>	12	2	2
7456	<b>500</b>	115	3	3
7275	<b>502</b>	52	2	2
7423	<b>518</b>	109	3	3
7092	<b>544</b>	32	2	2
7662	<b>550</b>	32	2	2
7424	<b>555</b>	54	2	2
7425	<b>564</b>	49	2	2
7409	<b>588</b>	65	2	2
7470	<b>607</b>	37	2	2
7471	<b>613</b>	106	3	3
7411	<b>621</b>	51	2	2
7426	<b>622</b>	38	2	2
7427	<b>626</b>	23	2	2
7461	<b>629</b>	50	2	2
7462	<b>630</b>	48	2	2
6271	<b>632</b>	151	4	4
7463	<b>634</b>	88	3	3
7472	<b>635</b>	30	2	2
7337	<b>636</b>	20	2	2
7428	<b>643</b>	88	3	3
7429	<b>646</b>	28	2	2



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**Révisé le 10 août 2011**

**MAXIMUM NUMBER OF CADETS PER SQUADRON WHO MAY BE SELECTED IN 2012  
NOMBRE MAXIMUM DE CADETS PAR ESCADRON POUVANT ÊTRE SÉLECTIONNÉ EN 2012**

**\* Registered Cadets Monthly Average (RCMA) for FY 10-11 (July and August excluded) from Fortress**

**\* Moyenne Mensuelle des Cadets Inscrits (MMCI) pour l'AF 10-11 (juillet et août exclus) de Forteresse**

<b>Region/Région: Eastern/Est</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7464	<b>654</b>	29	2	2
7465	<b>657</b>	76	2	2
7444	<b>660</b>	62	2	2
7089	<b>670</b>	21	2	2
7440	<b>682</b>	65	2	2
7430	<b>686</b>	66	2	2
7431	<b>687</b>	36	2	2
7432	<b>690</b>	113	3	3
7466	<b>697</b>	47	2	2
7452	<b>706</b>	100	3	3
7445	<b>709</b>	58	2	2
7446	<b>710</b>	36	2	2
7633	<b>711</b>	39	2	2
7448	<b>716</b>	30	2	2
7475	<b>725</b>	40	2	2
7436	<b>728</b>	30	2	2
7476	<b>729</b>	59	2	2
7468	<b>736</b>	32	2	2
7437	<b>739</b>	28	2	2
7453	<b>742</b>	169	5	5
3787	<b>749</b>	22	2	2
7435	<b>757</b>	45	2	2
7477	<b>761</b>	20	2	2
7479	<b>766</b>	36	2	2
7584	<b>772</b>	33	2	2
7481	<b>775</b>	47	2	2
7482	<b>776</b>	49	2	2
7483	<b>783</b>	40	2	2
7484	<b>784</b>	40	2	2
7485	<b>785</b>	72	2	2
7267	<b>796</b>	54	2	2
7269	<b>798</b>	36	2	2
7270	<b>799</b>	18	2	2

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**MAXIMUM NUMBER OF CADETS PER SQUADRON WHO MAY BE SELECTED IN 2012  
NOMBRE MAXIMUM DE CADETS PAR ESCADRON POUVANT ÊTRE SÉLECTIONNÉ EN 2012**

**\* Registered Cadets Monthly Average (RCMA) for FY 10-11 (July and August excluded) from Fortress**

**\* Moyenne Mensuelle des Cadets Inscrits (MMCI) pour l'AF 10-11 (juillet et août exclus) de Forteresse**

<b>Region/Région: Eastern/Est</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7271	<b>801</b>	36	2	2
7273	<b>803</b>	131	4	4
7274	<b>804</b>	35	2	2
7277	<b>806</b>	94	3	3
7282	<b>811</b>	42	2	2
7285	<b>814</b>	32	2	2
7286	<b>815</b>	33	2	2
7289	<b>817</b>	30	2	2
7290	<b>821</b>	33	2	2
7298	<b>827</b>	77	2	2
7381	<b>830</b>	44	2	2
7383	<b>832</b>	39	2	2
7385	<b>834</b>	42	2	2
7393	<b>838</b>	18	2	2
7394	<b>839</b>	22	2	2
7449	<b>846</b>	40	2	2
7400	<b>853</b>	23	2	2
7119	<b>867</b>	93	3	3
7212	<b>872</b>	127	4	4
7595	<b>879</b>	39	2	2
7597	<b>881</b>	35	2	2
7602	<b>884</b>	29	2	2
7667	<b>890</b>	71	2	2
7613	<b>894</b>	57	2	2
7099	<b>898</b>	96	3	3
7088	<b>901</b>	37	2	2
7074	<b>911</b>	36	2	2
7663	<b>921</b>	95	3	3
6101	<b>953</b>	61	2	2
<b>95 Squadrons - Total</b>		<b>5116</b>	<b>212</b>	<b>212</b>

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NOMBRE MAXIMUM DE CADETS PAR ESCADRON POUVANT ÊTRE SÉLECTIONNÉ EN 2012**

**\* Registered Cadets Monthly Average (RCMA) for FY 10-11 (July and August excluded) from Fortress**

**\* Moyenne Mensuelle des Cadets Inscrits (MMCI) pour l'AF 10-11 (juillet et août exclus) de Forteresse**

<b>Region/Région: Central/Centre</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
6317	2	106	3	3
6358	3	49	2	2
7336	10	21	2	2
7305	19	39	2	2
7311	23	81	3	3
7312	27	116	3	3
7313	44	38	2	2
7341	58	53	2	2
6419	62	93	3	3
7315	79	27	2	2
7306	80	99	3	3
7087	85	22	2	2
7317	87	23	2	2
7350	94	83	3	3
7327	99	54	2	2
7351	102	109	3	3
7492	104	90	3	3
7380	110	189	5	5
7307	121	105	3	3
7318	126	55	2	2
7319	128	35	2	2
7621	132	81	3	3
3953	136	19	2	2
7645	140	63	2	2
7360	142	86	3	3
7378	150	96	3	3
7340	151	152	4	4
7396	153	42	2	2
7300	155	72	2	2
7392	164	86	3	3
7013	166	165	5	5
7352	167	42	2	2
6446	172	101	3	3

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<b>Region/Région: Central/Centre</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7342	173	53	2	2
7362	180	160	4	4
7641	183	29	2	2
7379	188	170	5	5
7626	197	34	2	2
7338	200	81	3	3
7665	201	28	2	2
6386	242	40	2	2
7365	246	60	2	2
7642	253	18	2	2
7366	283	81	3	3
7335	288	19	2	2
7321	291	25	2	2
7322	294	56	2	2
7353	295	24	2	2
7308	296	110	3	3
7455	325	68	2	2
7367	330	78	2	2
7325	337	37	2	2
7014	340	20	2	2
7638	351	229	5	5
7623	355	22	2	2
7292	364	157	4	4
7627	379	30	2	2
7640	530	35	2	2
7499	532	38	2	2
7344	534	77	2	2
7326	535	29	2	2
7368	540	68	2	2
7617	543	35	2	2
7302	547	62	2	2
7457	585	53	2	2
7345	598	27	2	2

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<b>Region/Région: Central/Centre</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
6420	<b>599</b>	37	2	2
7346	<b>608</b>	59	2	2
7619	<b>611</b>	30	2	2
7406	<b>614</b>	72	2	2
7369	<b>618</b>	64	2	2
7370	<b>631</b>	118	3	3
7458	<b>638</b>	78	2	2
7459	<b>653</b>	41	2	2
7096	<b>659</b>	31	2	2
7460	<b>661</b>	50	2	2
7304	<b>696</b>	23	2	2
7371	<b>700</b>	164	5	5
7347	<b>704</b>	54	2	2
7372	<b>707</b>	16	2	2
7329	<b>713</b>	71	2	2
7355	<b>714</b>	31	2	2
7330	<b>715</b>	69	2	2
7348	<b>718</b>	36	2	2
7356	<b>724</b>	46	2	2
7357	<b>734</b>	68	2	2
7331	<b>735</b>	54	2	2
7332	<b>741</b>	76	2	2
7375	<b>756</b>	51	2	2
7358	<b>758</b>	182	5	5
7579	<b>769</b>	28	2	2
7376	<b>778</b>	236	5	5
7377	<b>779</b>	84	3	3
7488	<b>792</b>	27	2	2
6286	<b>800</b>	218	5	5
7280	<b>809</b>	28	2	2
7283	<b>812</b>	40	2	2
7293	<b>818</b>	54	2	2
7291	<b>820</b>	76	2	2

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<b>Region/Région: Central/Centre</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7294	<b>822</b>	84	3	3
7309	<b>826</b>	86	3	3
7399	<b>844</b>	29	2	2
7404	<b>845</b>	223	5	5
7490	<b>851</b>	25	2	2
3807	<b>856</b>	142	4	4
7227	<b>862</b>	42	2	2
7197	<b>870</b>	53	2	2
7592	<b>876</b>	96	3	3
7611	<b>892</b>	104	3	3
7614	<b>895</b>	34	2	2
6418	<b>999</b>	51	2	2
<b>111 Squadrons - Total</b>		<b>7826</b>	<b>280</b>	<b>280</b>

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<b>Region/Région: Prairie/Prairies</b>				
<b>Provincial Committee/Comité Provincial: Manitoba</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7185	6	111	3	3
7216	9	31	2	2
7217	50	65	2	2
7218	82	58	2	2
7646	158	23	2	2
7186	170	112	3	3
7187	176	83	3	3
7188	177	61	2	2
7095	179	47	2	2
7091	182	48	2	2
7189	191	97	3	3
6319	199	73	2	2
7190	220	85	3	3
7259	249	27	2	2
7219	263	23	2	2
6578	301	35	2	2
7250	303	54	2	2
6450	307	55	2	2
7220	317	11	2	2
7222	519	34	2	2
7191	573	59	2	2
7252	575	37	2	2
7223	677	17	2	2
7251	737	26	2	2
<b>24 Squadrons - Total</b>		<b>1272</b>	<b>53</b>	<b>53</b>

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<b>Region/Région: Prairie/Prairies</b>				
<b>Provincial Committee/Comité Provincial: North West Ontario/Nord Ouest Ontario</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7192	<b>66</b>	39	2	2
7193	<b>84</b>	23	2	2
7195	<b>227</b>	19	2	2
7630	<b>600</b>	18	2	2
7196	<b>645</b>	18	2	2
7644	<b>900</b>	17	2	2
3992	<b>906</b>	31	2	2
4997	<b>908</b>	25	2	2
<b>8 Squadrons - Total</b>		<b>190</b>	<b>16</b>	<b>16</b>



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<b>Region/Région: Prairie/Prairies</b>				
<b>Provincial Committee/Comité Provincial: Saskatchewan</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7203	17	32	2	2
7235	20	13	2	2
7236	30	25	2	2
7237	34	37	2	2
7224	38	45	2	2
7242	40	30	2	2
7238	41	60	2	2
7256	43	28	2	2
7226	107	78	2	2
7228	171	31	2	2
7253	186	39	2	2
7229	190	43	2	2
7200	300	25	2	2
6409	365	18	2	2
7254	520	21	2	2
7204	542	14	2	2
7636	553	15	2	2
7207	566	30	2	2
7208	568	44	2	2
7231	574	10	2	2
7202	601	17	2	2
7244	605	16	2	2
7209	606	21	2	2
7232	624	15	2	2
7210	633	32	2	2
7245	675	38	2	2
7246	691	25	2	2
7215	702	68	2	2
7247	703	38	2	2
7248	723	26	2	2
7015	745	8	2	2
7211	752	22	2	2

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<b>Region/Région: Prairie/Prairies</b>				
<b>Provincial Committee/Comité Provincial: Saskatchewan</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7268	<b>797</b>	10	2	2
7272	<b>802</b>	16	2	2
7608	<b>889</b>	22	2	2
<b>35 Squadrons - Total</b>		<b>1012</b>	<b>70</b>	<b>70</b>

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<b>Region/Région: Prairie/Prairies</b>				
<b>Provincial Committee/Comité Provincial: Alberta</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7167	7	49	2	2
7169	11	55	2	2
7139	12	45	2	2
7170	15	40	2	2
7168	24	69	2	2
7142	42	46	2	2
7178	52	160	4	4
7143	65	52	2	2
3951	88	71	2	2
7144	124	30	2	2
7172	185	68	2	2
7173	187	35	2	2
7174	225	15	2	2
7146	230	23	2	2
7181	239	27	2	2
7618	287	29	2	2
7148	341	23	2	2
7140	395	142	4	4
7141	504	101	3	3
7152	524	29	2	2
7153	526	18	2	2
7154	533	70	2	2
7179	538	54	2	2
7155	539	23	2	2
7161	570	45	2	2
7156	572	21	2	2
7157	577	96	3	3
7180	604	174	5	5
7159	644	29	2	2
7255	664	52	2	2
7160	699	52	2	2
7163	721	21	2	2

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<b>Provincial Committee/Comité Provincial: Alberta</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7165	<b>733</b>	38	2	2
7166	<b>755</b>	56	2	2
7260	<b>781</b>	145	4	4
7281	<b>810</b>	82	3	3
7382	<b>831</b>	39	2	2
7496	<b>859</b>	16	2	2
7590	<b>868</b>	62	2	2
7591	<b>874</b>	26	2	2
7593	<b>878</b>	45	2	2
3898	<b>903</b>	51	2	2
<b>42 Squadrons - Total</b>		<b>2324</b>	<b>96</b>	<b>96</b>

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<b>Region/Région: Pacific/Pacifique</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7100	<b>22</b>	16	2	2
7101	<b>89</b>	87	3	3
7102	<b>103</b>	78	2	2
7103	<b>111</b>	162	5	5
7104	<b>135</b>	79	2	2
7105	<b>147</b>	81	3	3
7126	<b>204</b>	46	2	2
7106	<b>205</b>	57	2	2
4867	<b>222</b>	42	2	2
7128	<b>223</b>	32	2	2
7129	<b>232</b>	30	2	2
7130	<b>243</b>	43	2	2
7107	<b>257</b>	24	2	2
7639	<b>258</b>	10	2	2
7131	<b>259</b>	51	2	2
7182	<b>266</b>	15	2	2
7631	<b>279</b>	21	2	2
7149	<b>353</b>	18	2	2
7634	<b>363</b>	34	2	2
7108	<b>386</b>	86	3	3
7137	<b>396</b>	49	2	2
7109	<b>513</b>	54	2	2
7110	<b>521</b>	37	2	2
7111	<b>525</b>	43	2	2
7132	<b>531</b>	34	2	2
6571	<b>552</b>	19	2	2
7133	<b>561</b>	26	2	2
7134	<b>581</b>	25	2	2
7113	<b>583</b>	67	2	2
6547	<b>609</b>	84	3	3
7115	<b>637</b>	128	4	4
7116	<b>655</b>	184	5	5
7117	<b>676</b>	60	2	2

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<b>Region/Région: Pacific/Pacifique</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7118	<b>692</b>	188	5	5
7120	<b>744</b>	56	2	2
7121	<b>746</b>	90	3	3
7122	<b>747</b>	49	2	2
7124	<b>754</b>	143	4	4
7125	<b>759</b>	128	4	4
7258	<b>767</b>	100	3	3
7257	<b>768</b>	32	2	2
6361	<b>777</b>	82	3	3
7620	<b>787</b>	27	2	2
7288	<b>819</b>	125	4	4
7299	<b>828</b>	52	2	2
3920	<b>835</b>	22	2	2
6410	<b>841</b>	11	2	2
7418	<b>848</b>	52	2	2
3808	<b>858</b>	24	2	2
7498	<b>861</b>	117	3	3
6630	<b>888</b>	47	2	2
7612	<b>893</b>	28	2	2
7097	<b>899</b>	31	2	2
7649	<b>902</b>	22	2	2
3911	<b>904</b>	13	2	2
4931	<b>907</b>	94	3	3
6334	<b>909</b>	33	2	2
<b>57 Squadrons - Total</b>		<b>3388</b>	<b>140</b>	<b>140</b>

**Appendix 1  
to Annex A  
Air Cadets  
2012 National Summer Training Courses  
Selection Process**

**Revised 10 August 2011**

**Appendice 1  
à l'Annexe A  
Cadets de l'Air  
Cours d'instruction d'été nationaux 2012  
Processus de sélection**

**Révisé le 10 août 2011**

**MAXIMUM NUMBER OF CADETS PER SQUADRON WHO MAY BE SELECTED IN 2012  
NOMBRE MAXIMUM DE CADETS PAR ESCADRON POUVANT ÊTRE SÉLECTIONNÉ EN 2012**

**\* Registered Cadets Monthly Average (RCMA) for FY 10-11 (July and August excluded) from Fortress**

**\* Moyenne Mensuelle des Cadets Inscrits (MMCI) pour l'AF 10-11 (juillet et août exclus) de Forteresse**

<b>Region/Région: Northern/Nord</b>				
<b>UIC/CIU</b>	<b>SQN # ESC</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
7183	<b>551</b>	17	2	2
7266	<b>795</b>	52	2	2
7297	<b>825</b>	37	2	2
<b>3 Squadrons - Total</b>		<b>106</b>	<b>6</b>	<b>6</b>

Revised 10 August 2011

Révisé le 10 août 2011

**MAXIMUM NUMBER OF CADETS PER SQUADRON WHO MAY BE SELECTED IN 2012**  
**NOMBRE MAXIMUM DE CADETS PAR ESCADRON POUVANT ÊTRE SÉLECTIONNÉ EN 2012**

\* Registered Cadets Monthly Average (RCMA) for FY 10-11 (July and August excluded) from Fortress

\* Moyenne Mensuelle des Cadets Inscrits (MMCI) pour l'AF 10-11 (juillet et août exclus) de Forteresse

<b>TOTAL FOR ALL REGIONS/TOTAL POUR TOUTES LES RÉGIONS</b>				
<b>REGION/RÉGION</b>	<b># SQNS/# ESCS</b>	<b>RCMA/MMCI*</b>	<b>PPS / BPA</b>	<b>GPS / BPP</b>
<b>Atl</b>	<b>80</b>	<b>3082</b>	<b>166</b>	<b>166</b>
NL/TN	21	706	42	42
NS/NE	31	1394	68	68
PEI/ÎPE	4	161	8	8
NB	24	821	48	48
<b>East/Est</b>	<b>95</b>	<b>5116</b>	<b>212</b>	<b>212</b>
<b>Cen</b>	<b>111</b>	<b>7826</b>	<b>280</b>	<b>280</b>
<b>Pra</b>	<b>109</b>	<b>4798</b>	<b>235</b>	<b>235</b>
NWO/NOO	8	190	16	16
MB	24	1272	53	53
SK	35	1012	70	70
AB	42	2324	96	96
<b>Pac</b>	<b>57</b>	<b>3388</b>	<b>140</b>	<b>140</b>
<b>Nor</b>	<b>3</b>	<b>106</b>	<b>6</b>	<b>6</b>
<b>GRAND TOTALS</b>	<b>455</b>	<b>24316</b>	<b>1039</b>	<b>1039</b>



**SELECTION LISTS - TERMINOLOGY**

Revised 10 August 2011

**1. SELECTED:**

- a. Cadet meets the course prerequisites and he is **SELECTED** because of his ranking on the Master Selection List.
- b. Cadet does not meet the course prerequisites however a submitted waiver request is approved and he is **SELECTED** because of his ranking on the Master Selection List.
- c. Cadets who have initially received the status of **SPARE** or **PENDING** may have their status changed to **SELECTED** at a later date following the Replacement of Withdrawals Process.

**2. SELECTED 90/10:**

- a. ACL PCs/RCSUs may use the National Summer Training Courses 90/10 Selection Option for the PPS and/or the GPS. The 90/10 Selection Option is optional and ACL PCs/RCSUs are not obligated to adhere to it.
- b. Here is how this option works:
  - (1) 90% of the total vacancies available for the course are awarded to the highest-ranking cadets on the Master Selection List. For example, if the total vacancies available on a specific course for a particular ACL PC is 70, the 63 highest-ranking cadets on the list shall be **SELECTED**;

**LISTES DE SÉLECTION – TERMINOLOGIE**

Révisé le 10 août 2011

**1. SÉLECTIONNÉ:**

- a. Le cadet satisfait aux critères d'admissibilité du cours et il est **SÉLECTIONNÉ** en fonction de son classement sur la liste de sélection principale.
- b. Le cadet ne satisfait pas aux critères d'admissibilité du cours, mais la demande de dérogation soumise est approuvée et il est **SÉLECTIONNÉ** en fonction de son classement sur la liste de sélection principale.
- c. Il est possible que les cadets ayant reçu initialement le statut de **SUBSTITUT** ou **EN ATTENTE** aient un changement de statut à **SÉLECTIONNÉ** à une date ultérieure en fonction du processus de remplacement en cas de désistement.

**2. SÉLECTIONNÉ 90/10:**

- a. L'option de sélection 90/10 des cours d'instruction d'été nationaux peut être utilisée par les CP LCA/URSC pour la BPA et/ou la BPP. L'option de sélection 90/10 est facultative, et les CP LCA/URSC ne sont pas tenus de l'exercer.
- b. Voici comment fonctionne cette option:
  - (1) Du nombre total de contingents disponibles dans le cours, 90 % sont assignés aux cadets les mieux classés sur la liste de sélection principale. Par exemple, si le nombre total de contingents disponibles dans un cours donné pour un CP LCA en particulier est de 70, les 63 cadets les mieux classés sur la liste doivent être **SÉLECTIONNÉS**;

(2) The remaining 10% of the total vacancies available are awarded to cadets meeting the courses prerequisites (including those for which a waiver has been approved), from sqns who did not have a selected cadet on that specific course **for the last two years**. These cadets are ranked lower on the Master Selection List and they would not have been selected in the initial selection process. In the example above, for cadets lower on the list than the 63 cadets already selected, the following 7 highest-ranking cadets on the Master Selection List from sqns who did not have a selected cadet on that specific course for the last two years shall be **SELECTED 90/10**. Of course, no more than one cadet from the same sqn for the same course can be selected when applying this option; and

(3) This option shall be applied separately for each scholarship. A PPS candidate who has previously received a GPS, including earning it on his own merit, cannot use this option to obtain a PPS in subsequent years.

### **3. DELETED:**

- a. Cadet does not meet the course prerequisites, no waiver request has been submitted and the cadet is DELETED.
- b. Cadet does not meet the course prerequisites, a submitted waiver request is not approved and the cadet is DELETED.
- c. Cadet receives a total score below 60% at the Provincial Selection Boards and the cadet is DELETED.

(2) Les 10 % restants du nombre total de contingentements disponibles sont assignés à des cadets satisfaisant aux critères d'admissibilité au cours (incluant ceux dont une demande de dérogation soumise a été approuvée), appartenant à des escs au sein desquels il n'y a pas eu de candidat qui a suivi le cours en question **dans les deux dernières années**. Ces cadets sont moins bien classés sur la liste de sélection principale et n'auraient pas été sélectionnés dans le processus de sélection initial. Dans l'exemple susmentionné, parmi les cadets ayant un classement inférieur à celui des 63 cadets déjà sélectionnés, les 7 cadets les mieux classés appartenant à des escs où il n'y a pas eu de candidat pour le cours en question dans les deux dernières années seront **SÉLECTIONNÉS 90/10**. Bien sûr, lorsqu'on exerce cette option, on ne peut sélectionner plus d'un cadet venant du même esc pour un même cours; et

(3) Cette option doit être exercée de façon distincte pour chacune des bourses. Les candidats à la BPA qui ont reçu précédemment une BPP, même si elle leur a été attribuée en fonction de leur mérite, ne peuvent pas profiter de cette option pour obtenir une BPA dans les années subséquentes.

### **3. RAYÉ DE LA LISTE:**

- a. Le cadet ne satisfait pas aux critères d'admissibilité du cours, aucune demande de dérogation n'a été soumise et le cadet est RAYÉ DE LA LISTE.
- b. Le cadet ne satisfait pas aux critères d'admissibilité du cours, la demande de dérogation soumise n'est pas approuvée et le cadet est RAYÉ DE LA LISTE.
- c. Le cadet obtient une note totale inférieure à 60 % aux comités de sélection provinciaux et le cadet est RAYÉ DE LA LISTE.

- d. Cadet withdraws and he is DELETED.
- e. DELETED cadets are not eligible for selection.
- f. ACL PCs/RCSUs do not have the authority to change the status of a cadet who has been DELETED. However, an ACL PC/RCSU may, for valid reasons, submit a joint request for a DELETED cadet to be re-instated as a SPARE or PENDING cadet. Such a request must be forwarded with justifications to D Cdts 4-5. The National Selection Committee will then review the request and a final decision will be forwarded back to the ACL PC/RCSU.

- d. Le cadet se désiste et il est RAYÉ DE LA LISTE.
- e. Les cadets RAYÉS DE LA LISTE ne sont pas éligibles pour sélection.
- f. Les CP LCA/URSC n'ont pas l'autorité de modifier le statut d'un cadet qui a été RAYÉ DE LA LISTE. Cependant, un CP LCA/URSC peut, pour des raisons valables, présenter une demande conjointe afin qu'un cadet RAYÉ DE LA LISTE regagne le statut de SUBSTITUT ou cadet EN ATTENTE. Une telle demande doit être envoyée avec justifications au D Cad 4-5. Le comité de sélection national examinera la demande et par la suite une décision finale sera transmise au CP LCA/URSC.

#### **4. SPARE:**

- a. Cadet meets the course prerequisites but he is not selected because of his lower ranking on the Master Selection List. The cadet remains as a SPARE available for selection in case of withdrawals.

#### **4. SUBSTITUT:**

- a. Le cadet satisfait aux critères d'admissibilité du cours, mais il n'est pas sélectionné en raison de son classement moins élevé sur la liste de sélection principale. Le cadet demeure un SUBSTITUT aux fins de sélection en cas de désistement.

#### **5. PENDING:**

- a. A cadet applying "over sqn quota" is listed as PENDING.
- b. Here is the definition of "over sqn quota" as it applies to different courses:
  - (1) For the IACE and the OT, only one cadet per sqn may apply, PENDING cadets are not authorized;

#### **5. EN ATTENTE:**

- a. Un cadet qui présente une mise en candidature «au-delà du quota de l'esc» est inscrit comme étant EN ATTENTE.
- b. Voici ce qu'on entend par «au-delà du quota de l'esc», en fonction des différents cours:
  - (1) Pour l'EICA et le VO, un seul cadet par esc peut présenter une mise en candidature, les cadets EN ATTENTE ne sont pas autorisés;

- (2) For the PPS and the GPS, the maximum number of cadets per sqn who may be SELECTED for each of these scholarships is, 2 for sqns with a Registered Cadets Monthly Average (RCMA) of 80 or less, 3 for sqns with an RCMA of 81 to 120, 4 for sqns with an RCMA of 121 to 160 and 5 for sqns with an RCMA of 161 or more. The maximum number of cadets per sqn who may be selected in 2012 for each of these scholarships is found at Appendix 1 to Annex A. In addition, for each scholarship, ACL PCs/RCSUs may permit one additional cadet per sqn to submit an application. In this case, if all cadets from that same sqn meet the minimum standard of 60% at the Provincial Selection Boards, the cadet with the lowest total score on the Merit List is over the maximum number of cadets per sqn who may be selected for each of these scholarships and he shall be listed as PENDING. This additional candidate shall not be eligible for selection unless a cadet from his own sqn applying for the same scholarship withdraws; and
- (3) For the AATC-AO, the AATC-AM and the AASC only one cadet per sqn may apply. In addition, for each of these courses, ACL PCs/RCSUs may permit one additional cadet per sqn to submit an application. In this case, if both cadets from that same sqn meet the minimum standard of 60% at the Provincial Selection Boards, the cadet with the lowest total score on the Merit List shall be listed as PENDING.
- (2) Pour la BPA et la BPP, le nombre maximum de cadets par esc qui peuvent être SÉLECTIONNÉS pour chacune des bourses est de, 2 pour les escs dont la moyenne mensuelle des cadets inscrits (MMCI) est de 80 ou moins, 3 pour les escs dont la MMCI est de 81 à 120, 4 pour les escs dont la MMCI est de 121 et 160 et 5 pour les escs dont la MMCI est de 161 ou plus. Le nombre maximum de cadets par esc pouvant être sélectionnés en 2012 pour chacune des bourses se trouve à l'appendice 1 de l'annexe A. De plus, pour chaque bourse, les CP LCA/URSC peuvent permettre à un cadet additionnel par esc de soumettre sa candidature. Dans ce cas, si tous les cadets du même esc satisfont à la note de passage minimum de 60 % aux comités de sélection provinciaux, le cadet dont le rang est le moins élevé sur la liste par ordre de mérite est au-dessus du nombre maximum de cadets par esc pouvant être sélectionné afin de participer à chacune de ces bourses et il sera inscrit comme étant EN ATTENTE. Ce candidat additionnel ne sera pas éligible à la sélection sauf si un cadet de son esc inscrit à la même bourse se désiste; et
- (3) Pour le CTAA-OA, le CTAA-EA et le CASA, un seul cadet par esc peut présenter une mise en candidature. Cependant, pour chacun de ces cours, les CP LCA/URSC peuvent permettre à un candidat additionnel par esc de soumettre sa candidature. Dans ce cas, si les deux cadets du même esc satisfont à la note de passage minimum de 60 % aux comités de sélection provinciaux, le cadet dont le rang est le moins élevé sur la liste par ordre de mérite sera inscrit comme étant EN ATTENTE.

## 6. NOT REVIEWED:

- a. The cadet's application file has not been reviewed by the ACL PC as the cadet's ranking is so far down on the Master Selection List that he has no realistic chance of being selected, the cadet is listed as NOT REVIEWED. Cadet's application files for cadets listed as NOT REVIEWED shall be submitted to Master Selection Lists OPIs at the same time as all other cadet's application files.

## 7. SELECTED/INC:

- a. A selected cadet with missing documents is listed as SELECTED/INC. All missing documents are listed in the COMMENTS column of the selection list. When all missing documents are received, the selection list COMMENTS column is amended accordingly and the status of the cadet is changed from SELECTED/INC to SELECTED.
- b. For the PPS and the GPS, **if the Transport Canada Medical Certificate is the only missing document**, the cadet shall be listed as SELECTED but if there are any other missing documents, the cadet shall be listed as SELECTED/INC.

## 8. SELECTED 90/10/INC:

- a. A selected 90/10 cadet with missing documents is listed as SELECTED 90/10/INC. All missing documents are listed in the COMMENTS column of the selection list. When all missing documents are received, the selection list COMMENTS column is amended accordingly and the status of the cadet is changed from SELECTED 90/10/INC to SELECTED 90/10.

## 6. NON RÉVISÉ:

- a. Le CP LCA/URSC n'a pas révisé la mise en candidature étant donné que le classement du cadet est si loin au bas de la liste de sélection principale qu'il n'a en réalité aucune chance d'être sélectionné, le cadet est inscrit comme étant NON RÉVISÉ. Tous les dossiers des candidats inscrits comme étant NON RÉVISÉ seront remis au BPR des listes de sélection principales en même temps que tous les autres dossiers des candidats.

## 7. SÉLECTIONNÉ/INC:

- a. Un cadet sélectionné avec des documents manquants est inscrit comme étant SÉLECTIONNÉ/INC. Tous les documents manquants sont énumérés dans la colonne COMMENTAIRES de la liste de sélection. Une fois tous les documents reçus, la colonne COMMENTAIRES est modifiée en conséquence et le statut du cadet passera de SÉLECTIONNÉ/INC à SÉLECTIONNÉ.
- b. Pour la BPA et la BPP, **si le certificat médical de Transports Canada est le seul document manquant**, le cadet sera inscrit comme étant SÉLECTIONNÉ, mais s'il y a d'autres documents manquants, il sera inscrit comme étant SÉLECTIONNÉ/INC.

## 8. SÉLECTIONNÉ 90/10/INC:

- a. Un cadet sélectionné 90/10 avec des documents manquants est inscrit comme étant SÉLECTIONNÉ 90/10/INC. Tous les documents manquants sont énumérés dans la colonne COMMENTAIRES de la liste de sélection. Une fois tous les documents reçus, la colonne COMMENTAIRES est modifiée en conséquence et le statut du cadet passera de SÉLECTIONNÉ 90/10/INC à SÉLECTIONNÉ 90/10.

b. For the PPS and the GPS, **if the Transport Canada Medical Certificate is the only missing document**, the cadet shall be listed as SELECTED 90/10 but if there are any other missing documents, the cadet shall be listed as SELECTED 90/10/INC.

b. Pour la BPA et la BPP, **si le certificat médical de Transports Canada est le seul document manquant**, le cadet sera inscrit comme étant SÉLECTIONNÉ 90/10, mais s'il y a d'autres documents manquants, il sera inscrit comme étant SÉLECTIONNÉ 90/10/INC.

**9. SPARE/INC:**

a. A spare cadet with missing documents is listed as SPARE/INC. All missing documents are listed in the COMMENTS column of the selection list. When all missing documents are received, the selection list COMMENTS column is amended accordingly and the status of the cadet is changed from SPARE/INC to SPARE.

**9. SUBSTITUT/INC:**

a. Un cadet substitut avec des documents manquants est inscrit comme étant SUBSTITUT/INC. Tous les documents manquants sont énumérés dans la colonne COMMENTAIRES de la liste de sélection. Une fois tous les documents reçus, la colonne COMMENTAIRES est modifiée en conséquence et le statut du cadet passera de SUBSTITUT/INC à SUBSTITUT.

**10. PENDING/INC:**

a. A pending cadet with missing documents is listed as PENDING/INC. All missing documents are listed in the COMMENTS column of the selection list. When all missing documents are received, the selection list COMMENTS column is amended accordingly and the status of the cadet is changed from PENDING/INC to PENDING.

**10. EN ATTENTE/INC:**

a. Un cadet en attente avec des documents manquants est inscrit comme étant EN ATTENTE/INC. Tous les documents manquants sont énumérés dans la colonne COMMENTAIRES de la liste de sélection. Une fois tous les documents reçus, la colonne COMMENTAIRES est modifiée en conséquence et le statut du cadet passera de EN ATTENTE/INC à EN ATTENTE.

**Annex C**  
**Air Cadets**  
**2012 National Summer Training Courses**  
**Selection Process**

**2012 MASTER SELECTION LISTS OPIs**

**Revised 10 August 2011**

Region	PC	Course	OPI	OPI COORDINATES		
All	All	IACE	Capt Simon Caron D Cdts 4-5-2	Phone # (613) 996-2695	Cell # (613) 266-4420	Fax # (613) 996-1618
				Address: NDHQ, Directorate of Cadets, C/O D Cdts 4-5-2, 101 Colonel-By Drive, Ottawa ON K1A 0K2		
				Email : <a href="mailto:simon.caron@forces.gc.ca">simon.caron@forces.gc.ca</a>		
Atlantic	NL, PE, NS, NB	All except IACE	Capt Jeff Meaney SO Air LHQ Trg	Phone # (902) 720-2144		Fax # (902) 720-2153
				Address: RCSU (Atl), C/O SO Air LHQ Trg, PO Box 5000 STN MAIN Shearwater NS B0J 3A0		
				Email : <a href="mailto:Jeff.Meaney@forces.gc.ca">Jeff.Meaney@forces.gc.ca</a>		
Eastern	QC	All except IACE	Capt Carole Gignac RCO (Av) Admin	Phone # (450) 358-7099 ext 6522		Fax # (450) 358-7022
				Address: URSC (E) Garnison St-Jean, A/S O Dot EVVRE, CP 100 Succ Bureau-chef, Richelain QC J0J 1R0		
				Email : <a href="mailto:carole.gignac@forces.gc.ca">carole.gignac@forces.gc.ca</a>		
Central	ON	All except IACE	<b>1 Jan to 31 May 12</b>	Phone # (705) 424-1200 ext 7027	Cell # (705) 725-3954	Fax # (705) 423-7516
			Capt Ken Reid	Address: RCSU (Cen), C/O SO Air Trg, 51 Maple Ave PO Box 1000 Stn Main CFB Borden ON L0M 1C0		
			RC Air Trg O	Email : <a href="mailto:ken.reid@forces.gc.ca">ken.reid@forces.gc.ca</a>		
		AATC-AO, AATC-AM, AASC, OT	<b>1 Jun 12 to the end</b>	Phone # (705) 424-1200 ext 7027	Cell # (705) 725-3954	Fax # (705) 423-7516
			Capt Ken Reid	Address: RCSU (Cen), C/O SO Air Trg, 51 Maple Ave PO Box 1000 Stn Main CFB Borden ON L0M 1C0		
			RC Air Trg O	Email : <a href="mailto:ken.reid@forces.gc.ca">ken.reid@forces.gc.ca</a>		
		PPS, GPS	<b>1 Jun to 24 Jun 12*</b>	Phone # (613) 392-2811 ext 2706		Fax # (888) 799-5991
			Ms Shannon Prindiville	Address: RC Air Ops (Cen), C/O Ms S. Prindiville, CFB Trenton, PO Box 1000 Stn Forces, Astra ON K0K 3W0		
			RGS (Cen)	Email : <a href="mailto:shannon.prindiville@forces.gc.ca">shannon.prindiville@forces.gc.ca</a>		
Prairie	NW ON, MB, SK, AB	All except IACE	Capt Corinne Chisholm Air Trg Coord	Phone # (204) 833-2500 ext 4838		Fax # (204) 833-2583
				Address : RCSU (Pra), Air Trg Coord, PO Box 17000 Station Forces Winnipeg, MB R3J 3Y5		
				Email : <a href="mailto:corinne.chisholm@forces.gc.ca">corinne.chisholm@forces.gc.ca</a>		
Pacific	BC	All except IACE	Maj Brent Deck SO2 Air	Phone # (250) 363-0814	Cell # (250) 889-0984	Fax # (250) 363-0818
				Address: RCSU (Pac), C/O SO2 Air, PO Box 17000 Stn Forces, Victoria BC V9A 7N2		
				Email : <a href="mailto:brent.deck@forces.gc.ca">brent.deck@forces.gc.ca</a>		
Northern	Northern	All except IACE	Capt Bonita Bibby Trg O	Phone # (867) 393-7330	Cell # (867) 335-0325	Fax # (867) 667-6780
				Address: RCSU (Nor), C/O Trg O, 45 Fireweed Drive Whitehorse YT Y1A 5T8		
				Email : <a href="mailto:bonita.bibby@forces.gc.ca">bonita.bibby@forces.gc.ca</a>		

\* From 25 Jun 12 in Mountain View, phone # (613) 391-2906 or 2916, Fax # (613) 301-2917.

**Annexe C**  
**Cadets de l'Air**  
**Cours d'instruction d'été nationaux 2012**  
**Processus de sélection**

**BPR DES LISTES DE SÉLECTION PRINCIPALES 2012**

**Révisé le 10 août 2011**

Région	CP	Cours	BPR	COORDONNÉES DU BPR		
Tous	Tous	EICA	Capt Simon Caron D Cad 4-5-2	No Téléphone: (613) 996-2695	No Cell (613) 266-4420	Téloc.: (613) 996-1618
				Adresse: QGDN, Direction des Cadets, A/S D Cad 4-5-2, 101 Prom. Colonel-By, Ottawa ON K1A 0K2		
				Courriel : <a href="mailto:simon.caron@forces.gc.ca">simon.caron@forces.gc.ca</a>		
Atlantique	TN, PE, NE, NB	Tous sauf EICA	Capt Jeff Meaney OEM Air (Entr Local)	No Téléphone: (902) 720-2144		Téloc.: (902) 720-2153
				Adresse: RCSU (Atl), C/O SO Air LHQ Trg, PO Box 5000 STN MAIN Shearwater NS B0J 3A0		
				Courriel : <a href="mailto:Jeff.Meaney@forces.gc.ca">Jeff.Meaney@forces.gc.ca</a>		
Est	QC	Tous sauf EICA	Capt Carole Gignac ORC (Av) Admin	No Téléphone: (450) 358-7099 ext 6522		Téloc.: (450) 358-7022
				Adresse: URSC (E) Garnison St-Jean, A/S O Dot EVVRE, CP 100 Succ Bureau-chef, Richelain QC J0J 1R0		
				Courriel : <a href="mailto:carole.gignac@forces.gc.ca">carole.gignac@forces.gc.ca</a>		
Centre	ON	Tous sauf EICA	<b>Du 1 janv. au 31 mai 12</b>	No Téléphone: (705) 424-1200 ext 7027	No Cell (705) 725-3954	Téloc.: (705) 423-7516
			Capt Ken Reid	Adresse: RCSU (Cen), C/O SO Air Trg, 51 Maple Ave PO Box 1000 Stn Main CFB Borden ON L0M 1C0		
			OR Entr Cad (Air)	Courriel : <a href="mailto:ken.reid@forces.gc.ca">ken.reid@forces.gc.ca</a>		
		CTAA-OA, CTAA-EA, CASA, VO	<b>Du 1 juin 12 à la fin</b>	No Téléphone: (705) 424-1200 ext 7027	No Cell (705) 725-3954	Téloc.: (705) 423-7516
			Capt Ken Reid	Adresse: RCSU (Cen), C/O SO Air Trg, 51 Maple Ave PO Box 1000 Stn Main CFB Borden ON L0M 1C0		
			OR Entr Cad (Air)	Courriel : <a href="mailto:ken.reid@forces.gc.ca">ken.reid@forces.gc.ca</a>		
		BPA, BPP	<b>Du 1 juin au 24 juin 12*</b>	No Téléphone: (613) 392-2811 ext 2706		Téloc.: (888) 799-5991
			Mme Shannon Prindiville	Adresse: RC Air Ops (Cen), C/O Ms S. Prindiville, CFB Trenton, PO Box 1000 Stn Forces, Astra ON K0K 3W0		
			EVVR (Cen)	Courriel : <a href="mailto:shannon.prindiville@forces.gc.ca">shannon.prindiville@forces.gc.ca</a>		
Prairies	NW ON, MB, SK, AB	Tous sauf EICA	Capt Corinne Chisholm Coord Inst Air	No Téléphone: (204) 833-2500 ext 4838		Téloc.: (204) 833-2583
				Adresse : RCSU (Pra), Air Trg Coord, PO Box 17000 Station Forces Winnipeg, MB R3J 3Y5		
				Courriel : <a href="mailto:corinne.chisholm@forces.gc.ca">corinne.chisholm@forces.gc.ca</a>		
Pacifique	CB	Tous sauf EICA	Maj Brent Deck OEM2 Air	No Téléphone: (250) 363-0814	No Cell: (250) 889-0984	Téloc.: (250) 363-0818
				Adresse: RCSU (Pac), C/O SO2 Air, PO Box 17000 Stn Forces, Victoria BC V9A 7N2		
				Courriel : <a href="mailto:brent.deck@forces.gc.ca">brent.deck@forces.gc.ca</a>		
Nord	Nord	Tous sauf EICA	Capt Bonita Bibby O Entr	No Téléphone: (867) 393-7330	No Cell: (867) 335-0325	Téloc.: (867) 667-6780
				Adresse: RCSU (Nor), C/O Trg O, 45 Fireweed Drive Whitehorse YT Y1A 5T8		
				Courriel : <a href="mailto:bonita.bibby@forces.gc.ca">bonita.bibby@forces.gc.ca</a>		

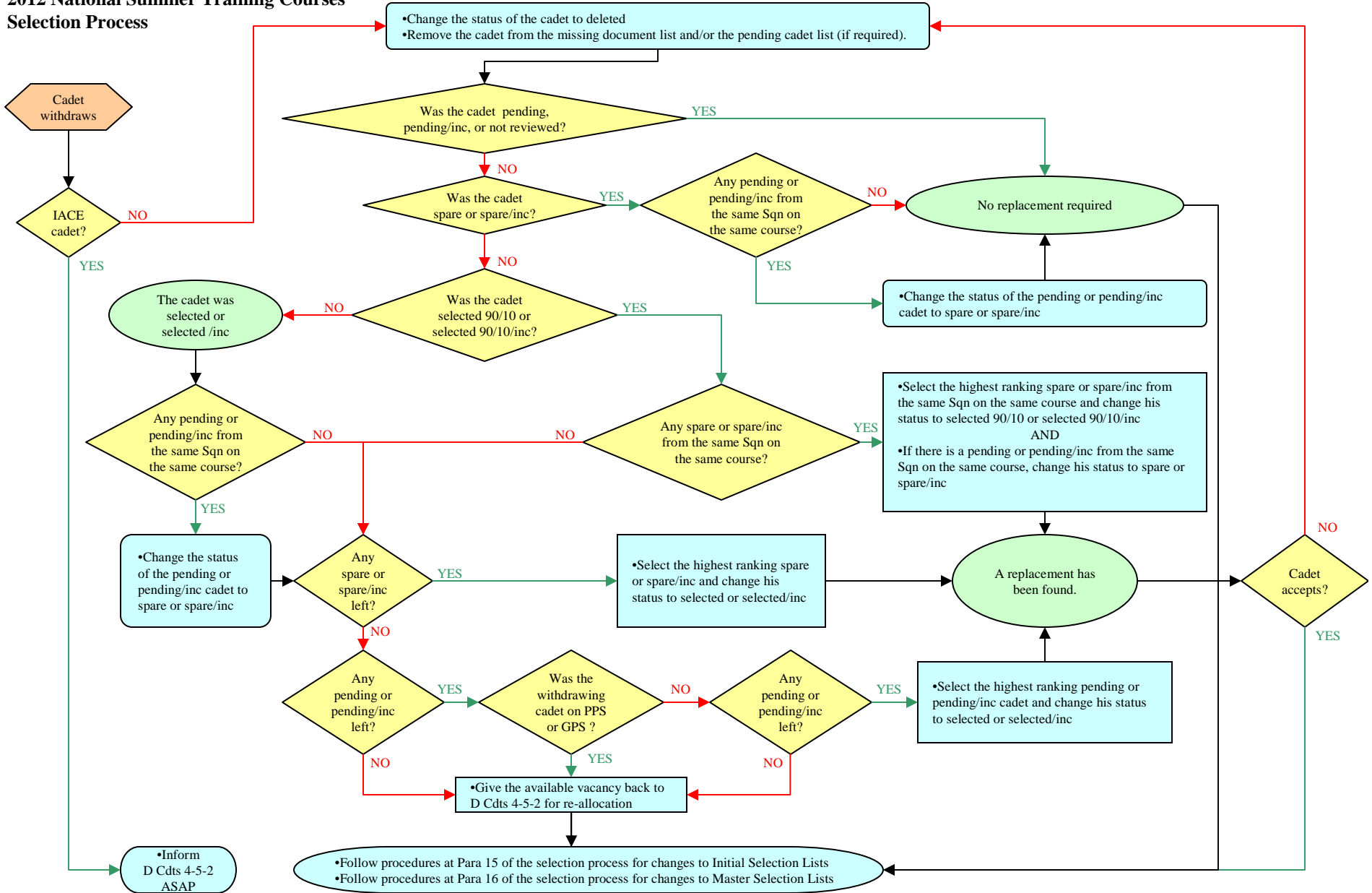
\* À partir du 25 juin 12 à Mountain View, No téléphone (613) 391-2906 or 2916, Téloc.: (613) 301-2917.

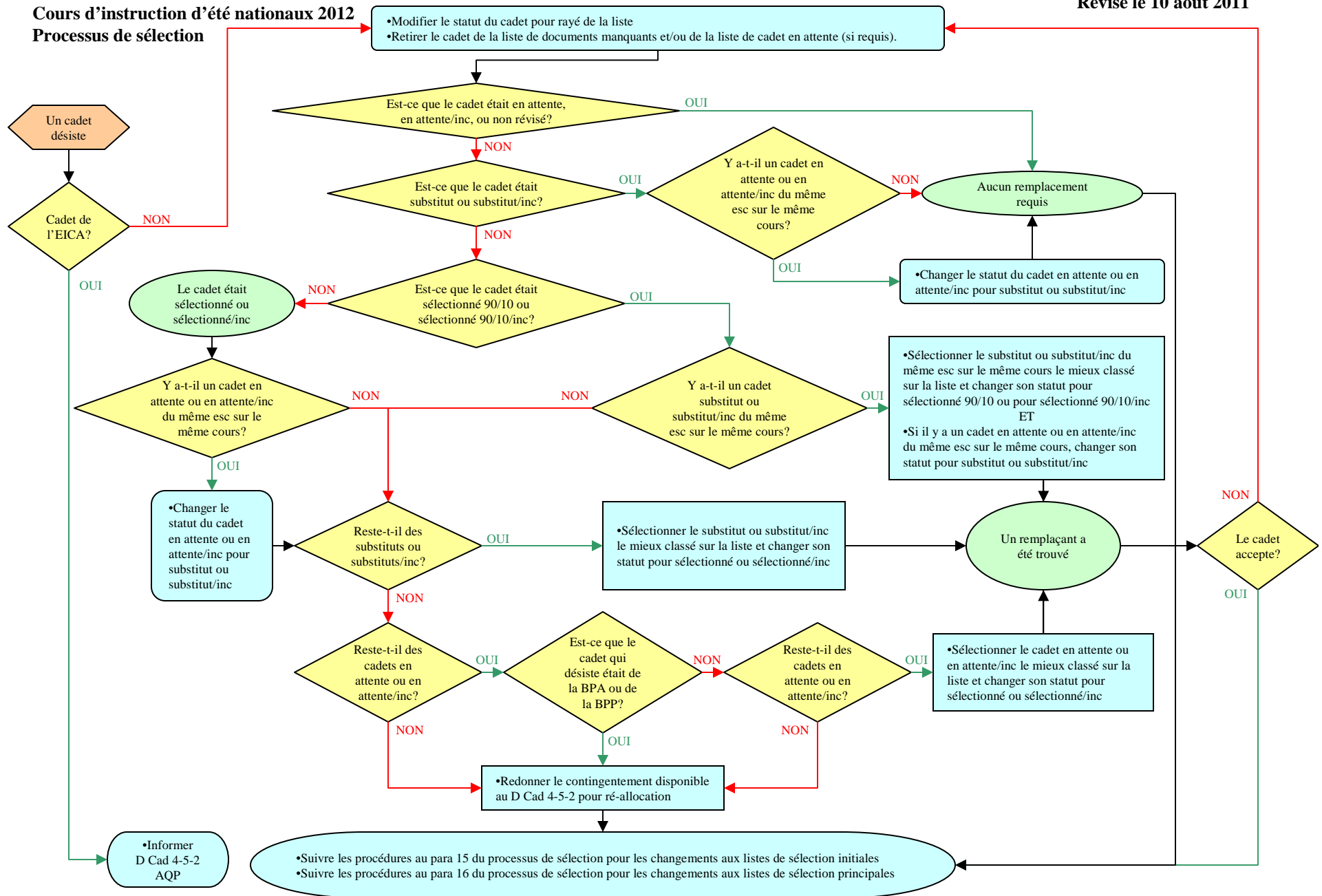


**Annex D**  
**Air Cadets**  
**2012 National Summer Training Courses**  
**Selection Process**

**REPLACEMENT OF WITHDRAWALS PROCESS FLOWCHART**

Revised 10 August 2011





**Annex E  
Air Cadets  
2012 National Summer Training Courses  
Selection Process**

**Annexe E  
Cadets de l'Air  
Cours d'instruction d'été nationaux 2012  
Processus de sélection**

**NOTIFICATION OF CHANGE**

**AVIS DE CHANGEMENT**

**Date: 22 April 2012**

**Date: 22 avril 2012**

Please be advised of the following change(s).  
Veuillez prendre note du(des) changement(s) suivant(s).

The status of the following cadet has been changed:  
Le statut du cadet ci-dessous a été changé:

From/de **SELECTED/INC – SÉLECTIONNÉ/INC**  
To/à **SELECTED – SÉLECTIONNÉ**

Course/Cours: **Power Pilot Scholarship – Bourse de pilote d'avion**  
Surname, given name/Nom, prénom: **Smith, John**  
Squadron/Escadron: **222**  
PC - Reg/CP - Rég: **BC - Pac – CB - Pac**  
Reason/Raison: **Missing documents received – Documents manquants reçus**

Other comments (if required)/Autres commentaires (si requis):

**Maj B. Deck  
SO2 Air – OEM2 Av  
RCSU (Pac) – URSC (Pac)**

**Annex F  
Air Cadets  
2012 National Summer Training Courses  
Selection Process**

**Annexe F  
Cadets de l'Air  
Cours d'instruction d'été nationaux 2012  
Processus de sélection**

**NOTIFICATION OF CHANGE**

**AVIS DE CHANGEMENT**

**Date: 22 April 2012**

**Date: 22 avril 2012**

Please be advised of the following change(s).  
Veuillez prendre note du(des) changement(s) suivant(s).

The following cadet has been DELETED from the selection list:  
Le cadet ci-dessous a été RAYÉ DE LA LISTE de sélection:

Course/Cours: **Power Pilot Scholarship – Bourse de pilote d'avion**  
Surname, given name/Nom, prénom: **Smith, John**  
Squadron/Escadron: **154**  
PC - Reg/CP - Rég: **NS - Atl – N.É. - Atl**  
Reason/Raison: **Accepted to RMC – Accepté au CMR**

The following cadet has been SELECTED:  
Le cadet ci-dessous a été SÉLECTIONNÉ:

Course/Cours: **Power Pilot Scholarship – Bourse de pilote d'avion**  
Surname, given name/Nom, prénom: **Turner, Kevin**  
Squadron/Escadron: **106**  
PC - Reg/CP - Rég: **NS - Atl – N.É. - Atl**  
Reason/Raison: **Replacement for cadet Smith – Remplacement pour le cadet Smith**

Other comments (if required)/Autres commentaires (si requis):

**A Medical Certificate is required for cadet Turner – Un certificat médical est requis pour le cadet Turner**

**Maj M. Constantine  
RC Air Trg O – ORC (Av)  
RCSU (A) – URSC (A)**

**Annex G  
Air Cadets  
2012 National Summer Training Courses  
Selection Process**

**Annexe G  
Cadets de l'Air  
Cours d'instruction d'été nationaux 2012  
Processus de sélection**

**NOTIFICATION OF CHANGE**

**AVIS DE CHANGEMENT**

**Date: 22 April 2012**

**Date: 22 avril 2012**

Please be advised of the following change(s).  
Veuillez prendre note du(des) changement(s) suivant(s).

The following cadet has been DELETED from the selection list:  
Le cadet ci-dessous a été RAYÉ DE LA LISTE de sélection:

Course/Cours:	AASC - CASA
Surname, given name/Nom, prénom:	Tremblay, Jean
Squadron/Escadron:	555
PC - Reg/CP - Rég:	QC/OV - East – QC/VO - Est
Reason/Raison:	Civilian job – Emploi civil

Other comments (if required)/Autres commentaires (si requis):

QC/OV - East has no more spares and no more pending cadets.  
D Cdts 4-5-2, please allocate this AASC vacancy to another PC - Reg.

QC/VO - Est n'a plus de substitut ni de cadet en attente.  
D Cad 4-5-2, S.V.P. attribuer ce contingentement du CASA à un autre CP - Rég.

Maj P. McClure  
ORC (Av) – RCO (Air)  
URSC (E) – RCSU (E)

**Annex H**  
**Air Cadets**  
**2012 National Summer Training Courses**  
**Selection Process**

**2012 ACL PCs CONTACT LIST**

**Revised 4 October 2011**

PC	CONTACT NAME	EMAIL ADDRESS	TELEPHONE NUMBERS
NATIONAL HQs	Candace Denison - Exec Assist	<a href="mailto:cdenison@aircadetleague.com">cdenison@aircadetleague.com</a>	(W) (613) 991-4352 Toll Free 1-877-422-6359
NATIONAL COMMITTEE	Marcel Bineau - Chair	<a href="mailto:mbineau@cgocable.ca">mbineau@cgocable.ca</a>	(W) (450) 688-4673 ext 229 (C) (514) 594-3799
NL	Bob Drummond - Chair	<a href="mailto:bbdrummond@eastlink.ca">bbdrummond@eastlink.ca</a>	(H) (709) 534-2735
	Gary Pinsent - Coordinator	<a href="mailto:gpinsent@nf.sympatico.ca">gpinsent@nf.sympatico.ca</a>	(H) (709) 533-6767
NS	Ernest Wiesner - Chair	<a href="mailto:ernest.wiesner@ns.sympatico.ca">ernest.wiesner@ns.sympatico.ca</a>	(H) (902) 727-2332
	Ed Mroz - Coordinator	<a href="mailto:emroz@aircadetleague.ns.ca">emroz@aircadetleague.ns.ca</a>	(H) (902) 434-9040
NB	Edgar Allain - Chair	<a href="mailto:allaine@tc.gc.ca">allaine@tc.gc.ca</a>	(H) (506) 866-3649
	Tom White - Coordinator	<a href="mailto:tomwhite@nbnet.nb.ca">tomwhite@nbnet.nb.ca</a>	(H) (506) 847-7657 (C) (506) 333-3359
	Paul Dowling - Exec Dir	<a href="mailto:jpauldowling@gmail.com">jpauldowling@gmail.com</a>	(W) (506) 474-2487
PE	Dave Vokey - Chair	<a href="mailto:dmv@pei.sympatico.ca">dmv@pei.sympatico.ca</a> <a href="mailto:dave@dmvrealtor.com">dave@dmvrealtor.com</a>	(W) (902) 436-2235 (H) (902) 436-2189 (C) (902) 432-4450
	Jim Kimmet - Coordinator	<a href="mailto:jlkimmet@msn.com">jlkimmet@msn.com</a>	(H) (902) 887-2909
QC/OV	Michel Côté - Chair	<a href="mailto:president@cadets-air.qc.ca">president@cadets-air.qc.ca</a>	(H) (418) 842-3524 (C) (514) 712-3149
	Jim Wiechold - Coordinator	<a href="mailto:jwiechold@sympatico.ca">jwiechold@sympatico.ca</a>	(H) (514) 624-9561
	Pierre Barabey - Exec Dir	<a href="mailto:direxec@cadets-air.qc.ca">direxec@cadets-air.qc.ca</a>	(W) (514) 251-7676 (F) (514) 251-8118
ON	Don Berrill - Chair	<a href="mailto:donberrill@rogers.com">donberrill@rogers.com</a>	(C) (519) 240-2244
	Scott Lawson - Exec Dir	<a href="mailto:scott.lawson@aircadetleague.on.ca">scott.lawson@aircadetleague.on.ca</a>	(W) (416) 635-4411 ext 6166
NW ON	Rick Mortensen - Chair	<a href="mailto:ramjam14@shaw.ca">ramjam14@shaw.ca</a>	(H) (807) 544-8056
	Joan Cameron - Coordinator	<a href="mailto:cameron1@tbaytel.net">cameron1@tbaytel.net</a>	(W) (807) 623-7666
MB	Marc Brickwood - Chair	<a href="mailto:mark.brickwood@gmail.com">mark.brickwood@gmail.com</a>	(H) (204) 294-2838
	Ed de Caux - Coordinator	<a href="mailto:edecaux@shaw.ca">edecaux@shaw.ca</a>	(H) (204) 885-7112
SK	Merv Ozirny - Chair	<a href="mailto:ozirnym@gmail.com">ozirnym@gmail.com</a>	(H) (306) 728-2563
	Brent Wolfe - Coordinator	<a href="mailto:bwolfe@sasktel.net">bwolfe@sasktel.net</a>	(W) (800) 353-3440
	Richard Petrowsky - Exec Dir	<a href="mailto:skacl@sasktel.net">skacl@sasktel.net</a>	(W) (306) 780-9285
AB	Darlene Laroche - Chair	<a href="mailto:larochej@telus.net">larochej@telus.net</a>	(W) (403) 250-6949 (F) (403) 256-3906
	Kevin Robinson - Coordinator	<a href="mailto:kdr69@hotmail.com">kdr69@hotmail.com</a>	(H) (780) 483-3395 (F) (780) 778-2121
BC	Tina Kirkpatrick - Chair	<a href="mailto:tinaannkirk@gmail.com">tinaannkirk@gmail.com</a>	(W) (778) 327-7197 (H) (604) 466-0569
	Ilona Turra - CAO	<a href="mailto:bcpc@aircadetleague.bc.ca">bcpc@aircadetleague.bc.ca</a>	(W) (604) 732-9119 (F) (604) 732-9115 Toll Free 1-866-614-2272
NORTHERN	Gary Wiebe - Coordinator	<a href="mailto:gary.wiebe@forces.gc.ca">gary.wiebe@forces.gc.ca</a>	(W) (867) 873-0700 ext 6440
	Dale Couch - Exec Dir	<a href="mailto:dale@tamarack.nt.ca">dale@tamarack.nt.ca</a>	(W) (867) 920-4380 (H) (867) 920-4943

Annexe H  
 Cadets de l'Air  
 Cours d'instruction d'été nationaux 2012  
 Processus de sélection

**LISTE DES PERSONNES-RESSOURCES DES CP LCA 2012**

Revisé 4 octobre 2011

CP	NOM DU CONTACT	ADRESSE COURRIEL	NUMÉROS DE TÉLÉPHONE
SIÈGE NATIONAL	Candace Denison - Assist Exec	<a href="mailto:cdenison@aircadetleague.com">cdenison@aircadetleague.com</a>	(T) (613) 991-4352 Sans frais 1-877-422-6359
COMITÉ NATIONAL	Marcel Bineau - Président	<a href="mailto:mbineau@cgocable.ca">mbineau@cgocable.ca</a>	(T) (450) 688-4673 poste 229 (C) (514) 594-3799
TN	Bob Drummond - Président	<a href="mailto:bbdrummond@eastlink.ca">bbdrummond@eastlink.ca</a>	(R) (709) 534-2735
	Gary Pinsent - Coordonnateur	<a href="mailto:gpinsent@nf.sympatico.ca">gpinsent@nf.sympatico.ca</a>	(R) (709) 533-6767
NE	Ernest Wiesner - Président	<a href="mailto:ernest.wiesner@ns.sympatico.ca">ernest.wiesner@ns.sympatico.ca</a>	(R) (902) 727-2332
	Ed Mroz - Coordonnateur	<a href="mailto:emroz@aircadetleague.ns.ca">emroz@aircadetleague.ns.ca</a>	(R) (902) 434-9040
NB	Edgar Allain - Président	<a href="mailto:allaine@tc.gc.ca">allaine@tc.gc.ca</a>	(R) (506) 389-8018
	Tom White - Coordonnateur	<a href="mailto:tomwhite@nbnet.nb.ca">tomwhite@nbnet.nb.ca</a>	(R) (506) 847-7657 (C) (506) 333-3359
	Paul Dowling - Dir Exec	<a href="mailto:jpauldowling@gmail.com">jpauldowling@gmail.com</a>	(W) (506) 474-2487
PE	Dave Vokey - Président	<a href="mailto:dmv@pei.sympatico.ca">dmv@pei.sympatico.ca</a> <a href="mailto:dave@dmvrealtor.com">dave@dmvrealtor.com</a>	(T) (902) 436-2235 (R) (902) 436-2189 (C) (902) 432-4450
	Jim Kimmet - Coordonnateur	<a href="mailto:jlkimmet@msn.com">jlkimmet@msn.com</a>	(R) (902) 887-2909
QC/VO	Michel Côté - Président	<a href="mailto:president@cadets-air.qc.ca">president@cadets-air.qc.ca</a>	(R) (418) 842-3524 (C) (514) 712-3149
	Jim Wiechold - Coordonnateur	<a href="mailto:jwiechold@sympatico.ca">jwiechold@sympatico.ca</a>	(R) (514) 624-9561
	Pierre Barabey - Dir Exec	<a href="mailto:direxec@cadets-air.qc.ca">direxec@cadets-air.qc.ca</a>	(T) (514) 251-7676 (F) (514) 251-8118
ON	Don Berrill - Président	<a href="mailto:donberrill@rogers.com">donberrill@rogers.com</a>	(C) (519) 240-2244
	Scott Lawson - Dir Exec	<a href="mailto:scott.lawson@aircadetleague.on.ca">scott.lawson@aircadetleague.on.ca</a>	(T) (416) 635-4411 poste 6166
NO ON	Rick Mortensen - Président	<a href="mailto:ramjam14@shaw.ca">ramjam14@shaw.ca</a>	(R) (807) 544-8056
	Joan Cameron - Coordonnatrice	<a href="mailto:cameron1@tbaytel.net">cameron1@tbaytel.net</a>	(R) (807) 623-7666
MB	Marc Brickwood - Président	<a href="mailto:mark.brickwood@gmail.com">mark.brickwood@gmail.com</a>	(R) (204) 294-2838
	Ed de Caux - Coordonnateur	<a href="mailto:edcaux@shaw.ca">edcaux@shaw.ca</a>	(R) (204) 885-7112
SK	Merv Ozirny - Président	<a href="mailto:ozirnym@gmail.com">ozirnym@gmail.com</a>	(R) (306) 728-2563
	Brent Wolfe - Coordonnateur	<a href="mailto:bwolfe@sasktel.net">bwolfe@sasktel.net</a>	(T) (800) 353-3440
	Richard Petrowsky - Dir Exec	<a href="mailto:skacl@sasktel.net">skacl@sasktel.net</a>	(T) (306) 780-9285
AB	Darlene Laroche - Présidente	<a href="mailto:larochej@telus.net">larochej@telus.net</a>	(T) (403) 250-6949 (F) (403) 256-3906
	Kevin Robinson - Coordonnateur	<a href="mailto:kdr69@hotmail.com">kdr69@hotmail.com</a>	(R) (780) 483-3395 (F) (780) 778-2121
CB	Tina Kirkpatrick - Présidente	<a href="mailto:tinaannkirk@gmail.com">tinaannkirk@gmail.com</a>	(T) (778) 327-7648 (R) (604) 466-0569
	Ilona Turra - O Admin Sr	<a href="mailto:bcpc@aircadetleague.bc.ca">bcpc@aircadetleague.bc.ca</a>	(T) (604) 732-9119 (F) (604) 732-9115 Sans frais 1-866-614-2272
NORD	Gary Wiebe - Coordonnateur	<a href="mailto:gary.wiebe@forces.gc.ca">gary.wiebe@forces.gc.ca</a>	(T) (867) 873-0700 poste 6440
	Dale Couch - Dir Exec	<a href="mailto:dale@tamarak.nt.ca">dale@tamarak.nt.ca</a>	(T) (867) 920-4380 (R) (867) 920-4943

# **Appendix B**

**2012 OPC List of Applicants Form**



**Appendix B  
2012 National Courses Applicants List**

**AIR CADET LEAGUE OF CANADA  
ONTARIO PROVINCIAL COMMITTEE**

Squadron: \_\_\_\_\_ Contact Officer: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

COURSE	SURNAME	RANK	GIVEN NAME	M / F
IACE				
PPS				
GPS				
ATTC-AM				
ATTC-AO				
AASC				
Oshkosh				

# **Appendix C**

## **2012 IACE Information Sheet**

*When available, can be found at [www.aircadetleague.com](http://www.aircadetleague.com)*

# **Appendix D**

**CRCO 403/10 – Air Cadet League of Canada  
Flying Scholarship Programs**

# **Appendix E**

**OPC / London District Catholic School Board  
Aviation Technology & Maintenance Course  
(Aeronca Project)**

10 October 2011

All Commanding Officers &  
All Sponsoring Committee Chairpersons  
Royal Canadian Air Cadet Squadrons in Ontario

**Subject: Aviation Technology & Maintenance Course**

Ladies and Gentlemen of the Air Cadet League;

At the Air Cadet League of Canada Ontario Provincial Committee (ACL-OPC) meeting held in Toronto the Board of Governors approved the continuing of this popular program in the London Area to train Air Cadets in the skills of Aviation Technology & Maintenance. This program intends to garner interest in the Canadian Aviation Maintenance Council (CAMC) Aviation Technology High school credit course, and to bring together cadets who have interest in maintenance area of the Aviation world. **In short – we want to extend the Air Cadet Program with the “hands on” skills in aircraft maintenance.**

To that end, this course provides cadets with the opportunity to build on the fundamentals of aviation knowledge. The course provides practical, hands on learning of aircraft maintenance by reconstructing an actual aircraft (Aeronca). The course may lead to apprenticeship or certification programs which are part of school to work programs. Details are as follows:

The course would be located at the John Paul II Secondary School in London, Ontario and would be open to cadets in Ontario 15 years of age and older or have completed grade 9;

The course is recognized by the Provincial educational system and on completion cadets would receive a grade 11 credit towards High School graduation;

Cadets who have taken the course in previous years, and take the improvement course will receive a grade 12 credit

The course is for 4 weeks in July, commencing 3 July 2012 and ending 28 July 2012 – and runs from 0800h – 1430h from Monday to Friday each week;

The maximum number of cadets available to participate would be limited to 20. There is no restriction as to the number of cadets from each individual squadron.

The training bonus will be paid to the cadets who complete the course.

This is the fourth year of this course, which is very successful and popular. For those old enough to remember how the Air Cadet flying program began..... I'm sure this will bring back many pleasant memories. The ACL-OPC fully supports this course however **accommodation** and **meals** are not provided at this time, however may be available at course time. Students would have to make their own arrangements. Cadets are fully supervised at all times while at the school.

In addition, the ACL-OPC directors in the area are planning some additional activities to add some extracurricular items to the program. Details of these other activities will be provided shortly.

Cadets interested in taking the course should notify their Squadron Commanding Officer. **Commanding Officer's are requested to provide the cadet a copy of the application form attached AND to forward the names of the cadets who wish to attend this course to the ACL-OPC Area Vice Chair for Western Ontario – Maj. Chris Redfearn (ret) NO LATER THAN 15 Apr 2012.**

He can be reached by phone at 519-245-8436 or by email at [cjredfearn@hotmail.com](mailto:cjredfearn@hotmail.com)

The Cadets will be fully supervised at all times while at the school. The Aeronca Project Committee will be working very hard with the members of ACL(OPC), DND, CAMC, John Paul II Secondary School and other Aviation Industry Partners to provide the very best program we can put forward. Cadets attending this course would be able to put their mark on the rebuilding of the Aeronca – and will feel the pride when this aircraft is back in the air one year from now.

Please make this information available to all of your cadets as soon as possible.

Regards,

***Chris Redfearn***

C.J. (Chris) Redfearn CD  
Vice Chair Sqn. Operations Council  
The Air Cadet League of Canada  
Ontario Provincial Committee

#### ATTACHMENTS

1. Specialized Courses Application Form

Mailing Address	C J Redfearn 29384 Newell Rd RR5 Strathroy ON N7G 3H6
-----------------	--

10 October 2011

All Commanding Officers &  
All Sponsoring Committee Chairpersons  
Royal Canadian Air Cadet Squadrons in Ontario

**Subject: Aviation Technology & Maintenance Course**

Ladies and Gentlemen of the Air Cadet League;

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- The course is recognized by the Provincial educational system and on completion cadets would receive a grade 11 credit towards High School graduation;
- Cadets who have taken the course in previous years, and take the improvement course will receive a grade 12 credit
- The course is for 4 weeks in July, commencing 3 July 2012 and ending 28 July 2012 – and runs from 0800h – 1430h from Monday to Friday each week;
- The maximum number of cadets available to participate would be limited to 20. There is no restriction as to the number of cadets from each individual squadron.
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He can be reached by phone at 519-245-8436 or by email at [cjredfearn@hotmail.com](mailto:cjredfearn@hotmail.com)

The Cadets will be fully supervised at all times while at the school. The Aeronca Project Committee will be working very hard with the members of ACL(OPC), DND, CAMC, John Paul II Secondary School and other Aviation Industry Partners to provide the very best program we can put forward. Cadets attending this course would be able to put their mark on the rebuilding of the Aeronca – and will feel the pride when this aircraft is back in the air one year from now.

Please make this information available to all of your cadets as soon as possible.

Regards,

***Chris Redfearn***

C.J. (Chris) Redfearn CD  
Vice Chair Sqn. Operations Council  
The Air Cadet League of Canada  
Ontario Provincial Committee

#### ATTACHMENTS

1. Specialized Courses Application Form

Mailing Address	C J Redfearn 29384 Newell Rd RR5 Strathroy ON N7G 3H6
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# AT and Maintenance Application Form - 2012

3 July 2011 to 28 July 2011 - 8:00 a.m.(0800) to 2:30 p.m. (1430)

Select one of the programs below:

**Grade 11 New Credit**

**Grade 12 Improvement Credit**

Classes will be filled on a first-come, first-served basis, Please **E Mail or Mail** the application to C J Redfearn.

[cjredfearn@porchlight.ca](mailto:cjredfearn@porchlight.ca)

**STUDENT INFORMATION: (PLEASE PRINT)**

Male

Female

SURNAME

GIVEN NAMES

Age

PRESENT GRADE 2010

PRESENT SCHOOL ATTENDING 2010

SCHOOL ATTENDING IN SEPTEMBER 2010

HOMEADDRESS

CITY

PROVINCE

Postal CODE

HOME PHONE NUMBS)

E Mail Address

**PARENT/LEGAL GUARDIAN INFORMATION**

BELOW IS FOR: \_MOTHER\_ FATHER \_GUARDIAN

SURNAME

GIVEN NAME

DAY Telephone

ADDRESS enter if DIFFERENT THAN STUDENTS)

CITY

PROVINCE

POSTAL CODE

PHONE NUMBER/EMERGENCY PHONE

## Summer School Course Selection

Course Selected: \_\_\_\_\_ TTL3C

## Air Cadet Program

Prerequisite (if any):none \_\_ :

**Classes will run only if there is sufficient enrolment.**

### TERMS AND CONDITIONS OF ENROLMENT

- 2) Final examinations are compulsory in Summer School and must be written on , 26 July . There are no exceptions to this policy. 3) Exam review and final mark review takes place on , 27 July Failure to attend forfeits student's ability to review exam/mark results.
- 4) Classes are filled on a first-come, first-served basis.
- 5) Students who do not show up to class on the first day will loose their spot in class
- 6) 100% attendance is expected. Students must be punctual and must attend every day. If for serious reasons, as approved by the summer school principal, a student must be absent, the limit is 2 days. More than 2 days absence will result in the automatic removal of the student from the course.
- 7) The pace and volume of work at secondary summer school is demanding. Students should expect daily homework, as well as tests, quizzes and assignments each week.
- 8) The summer school staff are diligent with providing support for all students. However, summer school credit is not an effective opportunity for students with ESL needs. , please be aware that resource help is not available in summer school.
- 9) Students at summer school must comply with the Code of Conduct for the London District Catholic School Board. Appropriate dress is expected.

### SIGNATURES

Student \_\_\_\_\_ Parent \_\_\_\_\_

Commanding Officer \_\_\_\_\_